



**For students:** If you are using an agent to assist you with your application, please ask the agent to complete this form. Otherwise, leave this form blank.

**For agents:** If you are one of our current agents (or would like to become one of our agents), you may request application materials to be sent to you by completing the form at: [www.wichita.edu/agents](http://www.wichita.edu/agents). You may also use the form to report a change of address or to report a new branch office. You might have heard that the University has approved our paying Service Fees (commissions) to agents. In order to be paid a Service Fee for students who enroll in the future, please follow the steps at <http://www.wichita.edu/agents>. If you have already done this, great! If not, please do so soon. If you have any questions regarding our Service Fee payments to agents, please email Vince Altum at [vince.altum@wichita.edu](mailto:vince.altum@wichita.edu)

## STUDENT INFORMATION

Name of Student: \_\_\_\_\_

WSU ID (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## AGENT INFORMATION

Name of the Agent: \_\_\_\_\_

Name of the Agency: \_\_\_\_\_

Agency Postal Address for Express Mail Shipments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address of the Agency (*for student status updates*): \_\_\_\_\_

Telephone Number(s) for the Agency (*needed for express mail shipments*): \_\_\_\_\_

### Please check one of the following:

Send the Student's I-20 and Admissions Documents to:

Agency's Address \_\_\_\_\_

Student's Permanent Home Address\* \_\_\_\_\_

**NOTE:** We will automatically send an email to the above email address when the student's application arrives. After we have received all required application materials, it will take us about 3-4 weeks to review the student's application but may take longer depending on our current volume of applications. After the application has been reviewed, we will automatically e-mail you to inform you of the student's application status. **\*The student's Permanent Home Address is a required field and must be entered on the student's application. If the student's Permanent Home Address has not been entered on the application, there will be a delay in the processing of the student's application until it has been received.**