



STUDENT RECRUITMENT AGENT VERIFICATION FORM

(To be filled in & signed by the agent for commission claim submission)

Important Notes:

1. Commission claims will only be processed once the student has **paid the full registration fee and is officially registered** at Universiti Teknologi PETRONAS (UTP).
2. The **Standard Guidelines & Procedures for Commission Claims** are outlined in Appendix 1.
3. Invoices must be submitted within three (3) months from the date the student completes the full registration fee payment, in accordance with the terms stated in the agreement.

STUDENT RECRUITMENT AGENT INFORMATION

COMPANY NAME	
AGENT NAME	
CONTACT NUMBER	
EMAIL ADDRESS	

STUDENT LIST SUMMARY

Please fill in all required information below:

No	Student ID	Name	Level of Study	Intake (Month & Year)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

*Please add a new page to include the additional list of students

AGENT DECLARATION

I hereby confirm that the information provided in this form is true and complete. I understand that Universiti Teknologi PETRONAS (UTP) reserves the right to reject or revoke this claim should any false information or duplication with another agent be found.

Date :.....

Signature & Company Stamp :.....

FOR UTP USE ONLY

Remarks by ARM Department	Level of Study	Foundation	Undergraduate	Postgraduate
	Number of Student			
	Payment Registration			
	Registration Status			
	Commission claim eligibility			
	Prepared by		Verified by	
Signature & Official Stamp				
Date				

Appendix 1

Standard Guidelines & Procedures for Commission Claims

To ensure a smooth and efficient UTP application and commission claim process, the **standard guidelines and procedures** below must be strictly followed:

No.	Process	Standard process
1.	Submit application via UCampus.	The entire process must be completed by the SAME AGENT.
2.	Notify UTP Marketing Team before registration date for submitted applications via email.	
3.	Visa application through EMGS.	
4.	Provide invoice and student verification form (attached) to UTP.	
5.	Commission payment processing will proceed only after the student has paid the registration fees.	UTP

Change of Agent Policy:

1. Once an application is submitted, the assigned agent is responsible for completing the entire process.
2. If any agent proceeds with a partial or halfway process for a student who is already registered with another agent, neither agent will be eligible for commission as the full process would not have been completed by one party.
3. UTP **does not intervene** in any agent change requests and will adhere to the process outlined above.

We highly value our agents as key stakeholders in international student recruitment, and strict adherence to these guidelines is required as per our agreement. Failure to comply may result in commission claims being rejected.



STUDENT RECRUITMENT AGENT VERIFICATION FORM

(To be filled in & signed by the student)

RECRUITMENT AGENT

NAME OF AGENT	
NAME OF COMPANY	
DATE	

APPLICANT

NAME OF APPLICANT				
NATIONALITY				
COUNTRY OF RESIDENCE				
CONTACT NUMBER				
EMAIL ADDRESS				
REFERENCE NO / STUDENT ID		LEVEL OF STUDY (PLEASE TICK)		FOUNDATION
APPLICATION FOR SEMESTER & YEAR				UNDERGRADUATE
				MSC COURSEWORK (CONVENTIONAL MODE)
				MSC COURSEWORK (ODL MODE)
APPLICANT'S SIGNATURE				
DATE				

NOTE

1. Duly completed form must be submitted to Ms. Nur Farina Faruvash Khan via email farina.faruvash@utp.edu.my during 1st submission of application.
2. For any inquiries, please contact Ms Nur Farina at +605-3688331 (Call/WhatsApp)