

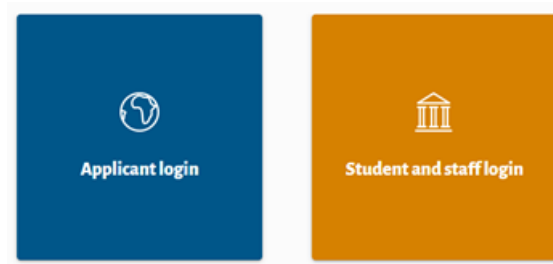
Agent Application System User Guide

Counsellors and Branch Managers

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How to log into the Agent Application System

When a counsellor account is created for you, you will receive an email with a temporary password. To log in to the agent portal, please go to: <http://evision.kent.ac.uk>. You will then need to click on 'Applicant login'



When you enter your agent username, you may see a warning message as below. Please ignore this.

A screenshot of the 'Applicant login' page. The page has a dark blue background. At the top left, there is a globe icon and the text 'Applicant login'. Below this is a 'Username' label and a text input field containing 'EDUC82'. A yellow warning box with a triangle icon contains the text: 'You may be trying to log in with a Kent IT Account. Try the student and staff login instead.' Below the warning box is a 'Password' label and an empty password input field. At the bottom, there is a red 'Log in' button and a link that says 'Forgotten your username or password?'.

The first time you log in, you will be prompted to set a new password. You should ensure that this is between 9 and 16 characters and is easy to remember. Once you have entered your password, you will then be logged into the Agent Application System.

2 Factor Authentication

To be able to log in, you will be asked to enter a code which will be emailed to you:

2 Factor Authentication

In order to login we will need to send you a verification code, which you will then need to enter

Send me a code

Send to

My Email: int*****@ken*.**.**. **

Send me the Code

Return to login screen

Please click on 'send me the Code'. If you need the email address to be amended, please request this by emailing agents@kent.ac.uk. You will receive the following email:



Dear: Test Agent

A verification code has been generated for you and is shown below. The code should be entered in the verification code field on KentVision:

Verification Code: **179530**

This code is valid for 15 minutes.

Enter in the code, which will take you to your agent portal.

[Forgotten your password?](#)

If you forget your password, simply click on 'Forgotten your username or password?' and fill in your usual username and surname. In the date of birth field, please enter 01/Jan/1990, and then click on 'Go'.

You will be required to enter a code, according to the Two factor authentication instructions above.

Once you have done this and pressed 'Submit', a new password will be sent to the email address attached to your account, which you will be required to change again when you log in.

Counsellors or Branch Managers at more than 1 branch

If you are a Counsellor or a Branch Manager at several different branches of an agency, you may have received multiple emails with different usernames and passwords. You will have one username and password per branch. Depending on which branch you wish to submit or view applications for, you will need to login with the correct username. It should be clear which username to use for which branch.

For example, if your agency is called *Amazing Agency* and you are a Counsellor at a branch based in Beijing, your username might be *AmazingBei1*.

If you are also a Counsellor for *Amazing Agency's* Shanghai branch, your username for this branch may be *AmazingSha1*. When you submit an application, it will automatically be tagged to whichever branch you are logged in as.

If you are also the director of your agency in addition to being the Branch Manager or Counsellor, you will also receive separate Director Login details. Your username for this login may be something as simple as Amazing. For further information about this, please refer to the [guide for Directors](#).

Navigating the Agent Application System

Once logged in, you will be taken to the homepage. Below is an overview of this screen. Each section will then be covered in further detail in this guide:

Agent Application System

The screenshot shows the Agent Application System homepage with several key sections and callouts:

- Agency Details:** A table with the following information:

Agency Name	EllerbyEduc8Scunthorpe
Address	
Email	international@kent.ac.uk
Telephone	

Below the table is a link: [Click here to tell us if your branch details have changed](#). A callout box points to this link with the text: "Tell us if your branch details have changed".
- Manage Applications:** A section with three options:
 - Create a new application
 - Continue saved applications (unsubmitted)
 - Track submitted applicationsA callout box points to this section with the text: "Manage Applications: Create a new application, continue a saved application or track submitted applications".
- Communications:** A section with contact information:

For Agency, Branch and Applicant queries please email agents@kent.ac.uk or telephone +44(0)1227 824904.

To view a list of our staff members [click here](#).

A callout box points to this section with the text: "Communications: Contact the International Recruitment team, or find a specific member of staff".
- Helpful Links:** A sidebar with a list of links:
 - Online prospectus
 - Accommodation at Kent
 - Student Finance
 - Resources for International
 - Representatives
 - Country guides
 - SchoolsA callout box points to this section with the text: "Helpful Links: Access useful information from the Kent website".
- User guide:** A blue banner with a link: [User guide](#). A callout box points to this link with the text: "You can find a link to this guide here".

Manage Applications

This section provides a tool for creating new applications and a way to save applications in progress and come back to complete them later on. You can also track all the applications submitted by your branch.

Manage Applications
Create a new application
Continue saved applications (unsubmitted)
Track submitted applications

a. [Create a New Application](#)

To create a new application on behalf of an applicant, click on the **Create a new application** link.

You will then be presented with a search page where you can search for the course that the applicant wants to apply for:

(U1U46) [Help](#) | [Logout](#)

Agent Application System

Submit Application - Filter Course List

Choose from the drop down boxes below. On clicking Next, you will be presented with a list which you can filter further by typing in the search box at the top of the screen.

Create a new application

Enter search criteria

Academic Year	<input type="text" value="2023/2024"/>
Level* (required)	<input type="text"/>
Subject Area	<input type="text"/>
Campus	<input type="text"/>

You can search by academic year, level, subject area and campus.

Create a new application

Enter search criteria

Academic Year	2023/2024
Level* (required)	Undergraduate
Subject Area	Business and Accounting
Campus	Canterbury

Please note that Academic Year is a mandatory field. This field defaults to the current application year, but you can change this to either the current academic year or to the next application year.

If you are applying for a pre-sessional course for the current academic year, please remember to select the current academic year on the drop-down menu. If you are applying on behalf of a student who plans to apply for the next application year, please remember to select next year.

When you have filled in the relevant drop-down boxes, click **Next** to produce a list of available courses. Only courses which are available for direct application will appear in the list. This includes our undergraduate programmes – however please note that if the student is applying to multiple universities, if they have used UCAS before or intend to use it, they will need to apply for an undergraduate programme through UCAS.

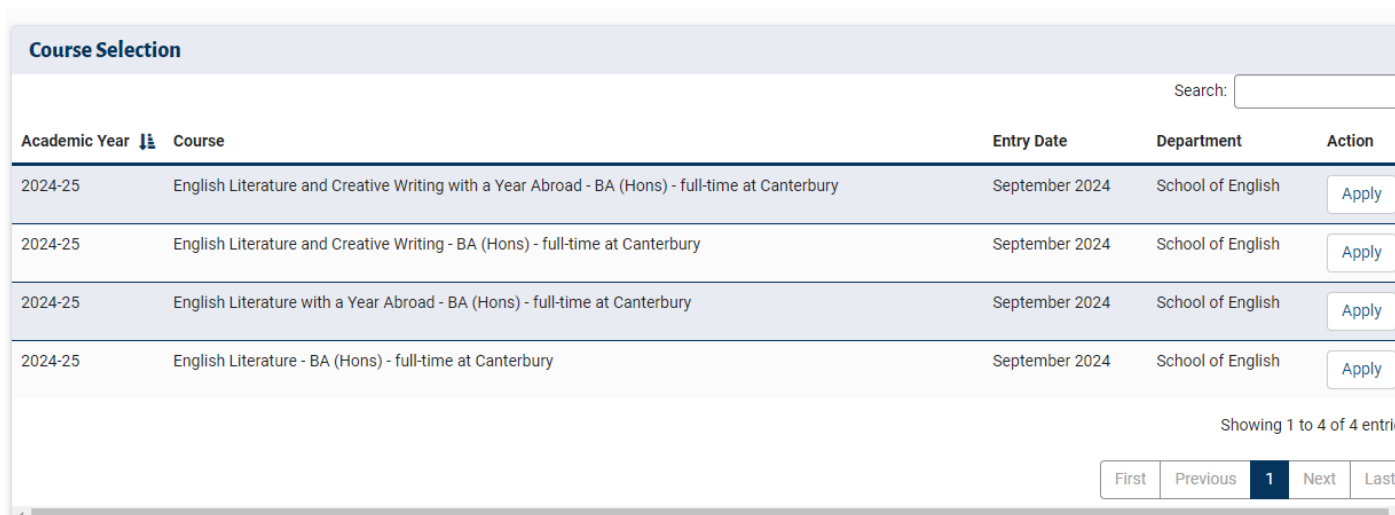
Foundation programmes


The University of Kent has partnered with Oxford International Education Group (OIEG) to create the new University of Kent International College. If you are not currently an agent for Oxford International but would like continue submitting foundation or pre-masters applications to Kent, please complete the form on their [website](#) and an Oxford international representative will be in touch as soon as possible. Please follow the advice given by OIEG about how to submit a foundation or pre-masters application.

We do not require you to send us proof for applications submitted via the agent application system, as these will automatically be tagged to whichever branch you are logged into. For applications submitted via UCAS, please remember to send the International Recruitment team proof as soon as you have submitted the application so that we can tag the application to your agency. We accept the following:

- An email from the student stating that they are happy for your agency to represent them
- An agency form/letter of consent signed by the student authorising your agency to act on their behalf
- A copy of the application complete with your agency stamp (UCAS only)

Once you have clicked **Next**, the list will appear as follows:



Course Selection				
				Search: <input type="text"/>
Academic Year 	Course	Entry Date	Department	Action
2024-25	English Literature and Creative Writing with a Year Abroad - BA (Hons) - full-time at Canterbury	September 2024	School of English	Apply
2024-25	English Literature and Creative Writing - BA (Hons) - full-time at Canterbury	September 2024	School of English	Apply
2024-25	English Literature with a Year Abroad - BA (Hons) - full-time at Canterbury	September 2024	School of English	Apply
2024-25	English Literature - BA (Hons) - full-time at Canterbury	September 2024	School of English	Apply

Showing 1 to 4 of 4 entries

[First](#) [Previous](#) **1** [Next](#) [Last](#)

You can click on each of the column headings to sort the list. You can also use the **Search** box to find a specific course:


On clicking the **Apply** button, you will be presented with the application form (which opens in a new tab):

You are applying for International Business and Management - MSc - full-time at Canterbury

New User Details

First name (required)

Surname (required)

Date of birth (required) 

Email (username) (required)
This email address serves as your username for logging into the KentVision portal.

Confirm email (required)

Password (required)
Password must be 9-16 characters and must contain at least one letter and one number

Confirm password (required)



This **MUST** be the applicant's personal email address!

Please note: You **must** supply the applicant's personal details. **DO NOT** enter your agency email address at this stage – your branch details will automatically be populated on the application form when you submit the application. All application correspondence will automatically be copied to the agency.

If this isn't the first application that this applicant has submitted via KentVision, please refer to section b below: Creating multiple applications for one applicant

Once you have entered the applicant's details and clicked on **Next**, you will have the chance to check these details.

When you have checked the applicant's details are correct, click on **Continue to application**. You will then be taken to the 'Personal Details' section:

Personal Details

Please supply details in the boxes provided. All items marked * are mandatory.

Once you have clicked next or another tab all your responses will be saved, if you would like to save your application and return at another time please click save and close.

Title *

Please select ▼

Forename *

Hermione

Please enter your first name exactly as it is stated on official documents, such as your passport, birth certificate or driving licence.

Forenames 2 & 3

Please enter your middle name(s) exactly as they are stated on official documents, such as your passport, birth certificate or driving licence.

Preferred First Name

Hermione

If you have a different name you would rather be known by, please enter it in this field. For example, your proper name is Andrew but you are known as Andy.

Surname *

Granger

Please enter your last name(s) in the box exactly as they are stated on official documents, such as your passport, birth certificate or driving licence.

Date of Birth *

01/Jan/1990



Please enter your date of birth exactly as it is stated on official documents, such as your passport, birth certificate or driving licence. Dates should be entered in the format dd/mm/yy.

Complete all the fields on the application form. A red asterisk * next to the field name indicates that the field is mandatory. If there is a question mark icon next to the field you can hover over it for further information about this field. Please ensure you enter the **applicant's address** into the correspondence address section.

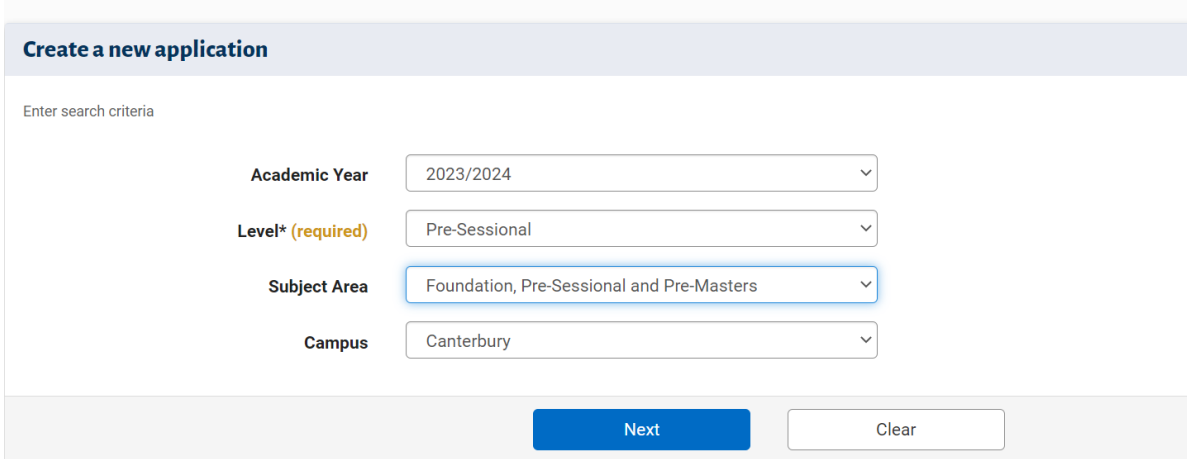
Follow the steps to complete the application. If you need to exit the application, you can use the **Save and Return Later** button to save the application. We recommend that you upload any supporting documents at this stage to save time later. When you have finished, please click **Submit**.

Please note: When you start an application, you will automatically be logged out as the agent and logged in as the applicant. After saving or submitting, to return to the agent application system you will need to close the tab and click on Home. You will then be asked to log back in using your agency login details.

b. Creating multiple applications for one applicant

If you wish to create another application for an applicant who you have already applied for (such as an application for a pre-sessional English course), follow these steps:

1. Log in with your agent login details and select the course



The screenshot shows a web form titled "Create a new application". Below the title is a search criteria section with the following fields:

- Academic Year: 2023/2024
- Level* (required): Pre-Sessional
- Subject Area: Foundation, Pre-Sessional and Pre-Masters
- Campus: Canterbury

At the bottom of the form, there are two buttons: "Next" (a blue button) and "Clear" (a white button with a grey border).

2. Click on the **Apply** button of the relevant course.

Course Selection				
Academic Year	Course	Entry Date	Department	Action
2023-24	4 Week Pre-Sessional On-Campus - Non credit - full-time at Canterbury	August 2023	International Programmes	Apply
2023-24	16 Week Pre-Sessional On-Campus - Non credit - full-time at Canterbury	May 2024	International Programmes	Apply


- On the first page of the application form, which asks for the new user details, scroll down and click on the **Cancel** button
-

You are applying for Pre Sessional English (Block 4) - Non credit - full-time at Canterbury

New User Details

First name (required)

Surname (required)

Date of birth (required) 

Email (username) (required)
This email address serves as your username for logging into the KentVision portal.

Confirm email (required)

Password (required)
Password must be 9-16 characters and must contain at least one letter and one number

Confirm password (required)

[Continue](#) [Cancel](#)

- Login as the student using their details, and you should then be able to fill out the application online

Logged In: User Details Applic

You are applying for Pre Sessional English (Block 4) - Non credit - full-time at Canterbury

Existing applicant login

Username

Password

[Forgotten username or password](#)

First time here? Register as an applicant

Login as the applicant here

The application should automatically tagged to your agency, however we have noticed that this is not always the case. Please check, and if it is not tagged, please email us at agents@kent.ac.uk to ask us to tag the application to your agency. If your first application is tagged, we won't require any additional evidence to tag this one.

c. [Continue saved applications](#)

To continue with an application that was previously saved, go to the Home screen and click on ***Continue saved applications (unsubmitted)***.

You will be presented with a list of incomplete applications that are in progress within your branch.

Applications in Progress

This table shows the applications that you currently have in progress. Click on the Applicant ID to continue. Please note, when you enter an application form on behalf of an applicant, you will be logged out of KentVision.

Applicant ID	Name	Date of Birth	Course	Year of Entry
20010251	Laura Jones	21/Feb/1996	Marketing - MSc - full-time at Canterbury	2019-20

Click on the applicant ID of the application you wish to continue. You will be taken to the applicant page and will be able to continue completing the application form, or edit the applicant details.


As with creating a new application, when you go back into an incomplete application, you will automatically be logged out as the agent and logged in as the applicant.

d. Track applications

This option allows you to search for applications submitted by your branch. Please note that you can only search for submitted applications, not those that have been saved but not yet submitted. This tool can be used to search for single or multiple applications.

Agent Screen Report

Enter search criteria

Applicant ID	<input type="text"/>
Surname/Family Name	<input type="text"/>
Forename	<input type="text"/>
Date of birth	<input type="text"/> 
Nationality	<input type="text"/>
Country of Domicile	<input type="text"/>
Academic Year	<input type="text" value="2023/2024"/> <ul style="list-style-type: none">2022/20232023/20242024/20252025/20262026/2027
Subject Area	<input type="text"/>

You can use the 'Track applications' function for the following:

- To view the status of your applications
- To upload documents in response to further information requests or to fulfil conditions
- To view all applications submitted by your branch
- To view all the students who applied in a specific year or for a specific course

The only mandatory field in the list is '*Academic Year*', which will default to the next academic year. Remember that you will need to change or add the current academic year to the search to view pre-sessional applications or January applications, and you will need to change or add the year after next to view deferred applications.

To view all the applications that your branch has submitted, please leave all the other fields blank and click on **Search**.

Agent Application System

The following is a list of applicants based on the criteria you entered on the previous screen. Only fully submitted applications will appear in this list.

Clicking the applicant ID where available will allow you to perform actions on behalf of applicants. Links are only available for current applications.

Search:

Applicant ID	Name	Date of Birth	Course	Year of Entry	Current Decision Status	Nationality	Country of Domicile	CAS Status
20041859	GEORGE WEASLEY	01/Jan/1990	Marketing - MSc - full-time at Canterbury	2019-20	No Decision - No Response	British	England	Not ready for issue
20041860	HERMIONE GRANGER	01/Jan/1990	International Business and Management - MSc - full-time at Canterbury	2019-20	No Decision - No Response	British	England	Not ready for issue

Showing 1 to 2 of 2 entries

On the Search Results screen, you can click on each heading in the table to sort the data. For example, you may wish to sort the applications by decision status or CAS status.

If you click on the applicant ID in the left-hand column, this will take you through to the application screen for that applicant. From there, you will be able to perform various tasks on behalf of the applicant.

Current Applications

These are the applications **George Weasley (20041859)** has made for the current or future academic year(s).

Please note that when you take an action from this screen, you are working on behalf of the applicant. Scroll to the bottom of the screen for further options. Close this tab/window to return to KentVision.

Marketing - MSc - full-time at Canterbury

- Submitted on 6 June 2019
- Course starting 14 September 2019

Review in progress

Please check back soon.

View the current status of the application.
Here you can also view the offer letter or provide information on behalf of the applicant





Withdraw application

Applicant Tasks


Use the links below to view information about the applicant and carry out tasks on their behalf. Please click on the question mark icon against each option for further details on what each link is for.

Intray

 [Book an Event](#)

 [Applicant Bookings](#)

[Fee payment notification](#)

 [Student Visa](#)

 [Correspondence History](#)

Use these links to perform other tasks on behalf of applicants. Clicking the question mark icon will reveal guidance about each option.



Click on the *Intray* link to view any messages from Kent to the applicant.

Advanced Intray


George Wessely (01040) Help Logout

Use this page to view your messages

Messages

Showing messages 1 - 1 of 1 (Message status is 'New / Unread', Task status is 'Any')		
Refresh current view		
Received	Subject	Delete
 06/Jun/2019	We require some further information from you	

Message Filter

Only show my messages where the...			
Message status is	New / Unread ▾	Task status is	Any ▾
Received date Range	<input type="text"/>  <input type="text"/> 	Task type is	<input type="text"/> List
Retrieve	Clear		

Some of these messages will include links to perform actions such as providing additional information about the applicant to assist with the consideration of their application.

Messages

Message 1 of 1

From ANDREW ADAMS

Received 06/Jun/2019

Due Date 06/Jun/2019

Subject We require some further information from you

Dear George

Further to your recent application to study Marketing - MSc - full-time at Canterbury, we require some further information from you in order for us to fully consider your application.

Please click on the link at the bottom of this message to view the information required and supply your answers and/or the relevant documentation. If you are unable to complete the task immediately, you can return to your in-tray to complete it at another time, but please ensure you have responded by the given deadline. If you do not respond by this deadline, we will assume you are no longer interested in pursuing your application to Kent.

Once you have submitted the required information, the link at the bottom of this message will no longer be available. If you have omitted any details and wish to make any changes, you will need to contact us via KentVision.

Best wishes,
Andrew Adams

[Intray](#) [Provide information](#)

In order to see the information that has been requested, please click on the **Provide information** link at the bottom of the message:

Current Applications

These are the applications **George Weasley (20041859)** has made for the current or future academic year(s).

Please note that when you take an action from this screen, you are working on behalf of the applicant. Scroll to the bottom of the screen for further options. Close this tab/window to return to KentVision.

Marketing - MSc - full-time at Canterbury

- Submitted on 6 June 2019
- Course starting 14 September 2019

Further information required

This is a summary of the required information, to provide details please see your messages.

Information required	Status	Required by
Upload scanned copies of your certificates and transcripts for all completed qualifications. Please only provide recognised formal qualifications. Please also provide an English translation if applicable.	● Outstanding	27/Jun/2019
When you applied you gave us the details of your referee(s). We have contacted them for a reference but to date have not received a response. Please ask them to respond to the e-mail we sent or alternatively a reference can be sent by mail to Recruitment & Admissions Office, University of Kent, Canterbury, Kent, CT2 7NZ, United Kingdom. Your application cannot be considered until this information is received.	● Outstanding	27/Jun/2019

Withdraw application

Provide further information

This is a list of all further information requests for **Marketing - MSc - full-time at Canterbury**.

We may require scanned copies of documents (i.e. qualification certificates) or we may need you to answer a question.

If you are unable to provide the information straight away, you can return to this task at any time before the deadline date given. If you have any queries or need to ask for more time, please contact us using the **Ask a question** option found on the **Applications** page.

Please note that the admissions team will not be able to review your responses until all outstanding questions have been answered (or documents provided).

Information required

Reference outstanding

When you applied you gave us the details of your referee(s). We have contacted them for a reference but to date have not received a response. Please ask them to respond to the e-mail we sent or alternatively a reference can be sent by mail to Recruitment & Admissions Office, University of Kent, Canterbury, Kent, CT2 7NZ, United Kingdom. Your application cannot be considered until this information is received.

Incomplete

Certificates and transcripts

Upload scanned copies of your certificates and transcripts for all completed qualifications. Please only provide recognised formal qualifications. Please also provide an English translation if applicable.

Incomplete

🔔 Incomplete information requests

In order to provide your answer or documents, please select an incomplete request from this list (do not select if you are unable to provide your answer or documents now).

If an incomplete request is not listed then please review the request above to find details on how to send this information to us.

Provide information for:

Certificates and transcripts

Next

If the applicant requires a visa to study in the UK, you can click on the Student Visa link to manage their passport, visa uploads and CAS statement. This will open in a new tab, so simply close the new tab/window to return to this page.

Please note that agents are not permitted to approve the pre-CAS on behalf of the applicant. The applicant must log in to their applicant portal to check and approve their pre-CAS.

Click the Correspondence History link to view all correspondence that has been sent to the applicant by Kent.

Communications

If you wish to raise a query on behalf of an applicant, or if you need to contact Kent regarding your branch or contact, use the link to agents@kent.ac.uk.

Communications

For Agency, Branch and Applicant queries please email agents@kent.ac.uk or telephone +44(0)1227 824904.

To view a list of our staff members [click here](#).

You can also view a list of the International Recruitment staff members.

Agency details

Agency Details

Agency Name	
Address	
Email	
Telephone	
Click here to tell us if your branch details have changed	

You can view your branch details in this section. If any of your branch details change, or if you notice that any of your agency details need updating, you can now use the ***Click here to tell us if your branch details have changed*** link to do so.

Simply complete the form with the correct details and click 'Send'. This will send the details through to us so that we can make the changes.

Please allow us a couple of days to make the changes.