

International Applications - Agent Checklist

1. Application Review & Eligibility Check

Program Selection Accuracy

Before starting an application, confirm the student is eligible for their chosen program.

☐ Review the student's Grade 12 (or equivalent) documents.

☐ Confirm the student has the prerequisite subjects required for the program, which may include:

- Math
- English/Language
- Biology, Physics, and/or Chemistry (depending on the program)

For Post-Diploma Certificate programs: Confirm the student has completed the required diploma or bachelor's degree that meets the program's admission requirements.

- Verify that the credential is in the required field of study when the program specifies a related discipline.
- For programs that accept applicants from any academic background, confirm the student has completed a recognized diploma or bachelor's degree in any field of study.

NorQuest does **not** provide pre-assessments of documents prior to application; eligibility can only be determined through the formal admissions review process.

Age & Practicum Requirements

☐ Review program practicum requirements and confirm the student will be **18 years of age or older by the practicum start date**.

☐ Do not proceed with applications for students who will be under 18 when the practicum begins, as they will not be able to complete the practicum and meet program requirements.

☐ **If the practicum is not in the first term:** Students who are under 18 at the start of the program **may still be eligible to begin their studies**, provided they submit the **Parental or Legal Guardian Consent** form required by NorQuest College. The student is still required to **be 18 years of age before the practicum/work or clinical placement begins**.

☐ Ensure the signed **Parental or Legal Guardian Consent for Underage Applicant** form is submitted with the application for any student under 18 at program start. The form is available on NorQuest College's Forms and Documents page.

Intake Availability

☐ Check the program page to verify current application status:

-  Open
-  Waitlisted
-  Closed

☐ Ensure to review each individual program page, as intake availability must be verified program by program.

If the international application deadline has passed and programs appear closed, contact:

- International.Recruitment@norquest.ca
- International.Agent@norquest.ca

Agent Declaration & Portal Setup

☐ Create the application using the student's personal information.

☐ Enter the student's personal email address.

☐ If the student's email already exists in VAS, do **not** create a duplicate account. Contact Admissions@norquest.ca if an existing email is detected.

☐ Confirm the student receives the temporary password at their personal email address.

☐ Ensure the application remains associated with your agency profile.

Student Contact Information

☐ Agent email addresses and phone numbers are not used in place of student contact information.

Student Information Consistency

☐ Student name is identical on all documents.

☐ Date of birth is identical on all documents.

☐ If discrepancies exist, obtain and upload a legal affidavit or supporting documentation.

2. Document Requirements

Academic Documents

☐ Upload all available educational documentation, including:

- High School transcripts and certificates
- Post-Secondary transcripts and certificates (if applicable)

☐ Ensure documents are complete and legible.

☐ Provide all academic records. Admissions reviews all educational history when assessing eligibility.

English Language Proficiency (ELP)

☐ Verify test results will be valid within two years of the program start date.

☐ Confirm the selected test is accepted for the program.

☐ Verify minimum score requirements on the program page under: **Program Requirements → English Language Proficiency Requirements**

Program-Specific Documents

☐ Do not upload portfolios, resumes, letters of intent, or reference letters unless specifically requested by Admissions.

☐ Understand that these documents are generally not considered during eligibility assessment.

Translations

☐ Upload certified English translations for all documents issued in another language.

☐ Ensure translations are completed by a registered/certified translator.

☐ Verify the translator's:

- Name
- Signature
- Official stamp/seal (where applicable)

☐ Ensure translations are not completed by relatives, teachers, or other unauthorized individuals.

☐ Understand that certified translations may be completed in any country, provided the translator is appropriately accredited.

Trusted Agent Framework

NorQuest College offers Trusted Agent Framework training on a regular basis. Agents who successfully complete the training are designated as **Trusted Agents** for a one-year period. To maintain this designation, agents must complete refresher training before their status expires. Trusted Agents are authorized to verify applicant documents on behalf of NorQuest College and are responsible for accurately documenting the verification method for each submitted document within the admissions system. Once a document has been verified by a Trusted Agent, it is considered official by the Admissions team unless further review is deemed necessary. Agents must also indicate through the VAS portal that they have verified the applicant's documents.

The Trusted Agent Framework is designed to streamline the admissions process while enhancing agent accountability. Trusted Agents are expected to perform all document verification activities with honesty, accuracy, and integrity, and to comply with all applicable NorQuest College policies, procedures, and requirements. Any misrepresentation, fraudulent verification, or failure to fulfill these responsibilities may result in the immediate revocation of Trusted Agent status and the termination of the agency agreement with NorQuest College, without prior notice.

3. Document Upload Best Practices

Before submitting documents:

☐ Use clear and descriptive file names (e.g., *Lastname_Firstname_Transcript_2024*).

☐ Ensure scans are:

- Clear
- Legible
- Complete
- Free of shadows
- Free of cropped edges

☐ Combine all pages belonging to the same document category into a single PDF whenever possible.

- ☐ Avoid uploading duplicate files.
- ☐ Verify all documents are authentic, genuine, and unaltered.
- ☐ Confirm the most current version of each document has been uploaded.

4. Incomplete Applications

Identifying Missing Documents

- ☐ Review all required document sections before attempting payment.
- ☐ Understand that VAS will prevent progression to payment if mandatory documents are missing.
- ☐ Monitor communications from Admissions, as both agents and students may be contacted if additional documents are required during review.

Agent Responsibilities

Before payment, confirm:

- ☐ All required documents have been uploaded.
- ☐ Student information is complete and accurate.
- ☐ Contact information is correct.
- ☐ Program selection is correct.

Application Status

- ☐ Understand that incomplete applications are not processed because an active file is not created until submission requirements are met.
- ☐ Instruct students to regularly monitor their VAS account for outstanding requirements.

Uploading Updated Documents

- ☐ Updated documents may be uploaded through VAS at any time.
- ☐ Documents cannot be deleted or replaced by agents.
- ☐ Upload revised documents as additional submissions when updates are required.

5. Key Resources & Contacts

Program Information

- ☐ Review individual program pages for:

- Admission requirements
- English language requirements
- Application availability
- Seat availability

☐ Note that NorQuest operates on a **first-qualified, first-accepted** basis and does not use a competitive admissions model.

Important Deadlines

☐ Check program pages for application deadlines.

☐ Review conditional admission deadlines through:

- Conditional admission information
- Letter of Acceptance (LOA)
- VAS account notifications

☐ Review tuition deposit deadlines in:

- Offer Letter
- VAS account

Application processing typically takes 5-7 businesses days, depending on application volumes and program complexity. This process covers the full applicant's journey, from application submission and assessment through meeting conditions, receiving tuition deposits, and issuing the Provincial Attestation Letter (PAL).

Application Support

Contact Admissions using VAS portal for:

- Student email address changes
- Agent email address changes
- Existing email accounts already found in VAS
- Application record issues

Contact International Agent Team

Use **International.Agent@norquest.ca** for:

- New agent inquiries
- Agency onboarding support

Contact International Recruitment

Use **International.Recruitment@norquest.ca** for:

- Intake availability questions
- Recruitment-related inquiries

6. Final Pre-Submission Review

Before clicking **Submit & Pay**, confirm:

- ☐ Correct program selected.
- ☐ Intake is open.
- ☐ Student meets basic eligibility requirements.
- ☐ Student will meet age requirements for practicum placement.
- ☐ All mandatory documents uploaded.
- ☐ All non-English documents have certified translations.
- ☐ Names and dates of birth match across all documents.
- ☐ Student's real personal email and phone number are entered.
- ☐ No duplicate VAS account has been created.
- ☐ Application information has been reviewed for accuracy.
- ☐ Student understands next steps and account access requirements.