1. How to log into the Agent Application System
2. Navigating the Agent Application System
3. Manage Applications
   a) Create a new application
   b) Creating multiple applications for one applicant
   c) Continue a saved application
   d) Track applications
4. Communications
5. Agency Details
How to log into the Agent Application System

To log in to the agent portal, please go to: http://evision.kent.ac.uk. You will receive an email notifying you of your username and temporary 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.

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

A new password will be sent to your email address, 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:

**Agency Details**
- Agency Name
- Address
- Email
- Telephone

**Tell us if your branch details have changed**
Click here to tell us if your branch details have changed.

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

**Communications**
- For Agency Branch and Applicant queries, email international@kent.ac.uk or telephone +44(0)1227 824904
- To view a list of our staff members click here.

**Manage Applications:** Create a new application, continue a saved application or track submitted applications.

**Communications:** Contact the International Recruitment team, or find a specific member of staff.

**Helpful Links:**
- Access useful information from the Kent website
- Online prospectus
- Accommodation at Kent
- Student Finance
- Resources for International Representatives
- Country pages
- Scholarships

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.

<table>
<thead>
<tr>
<th>Manage Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a new application</td>
</tr>
<tr>
<td>Continue saved applications (unsubmitted)</td>
</tr>
<tr>
<td>Track submitted applications</td>
</tr>
</tbody>
</table>

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

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 now includes our pre-sessional programmes, as well as our International Foundation Programme – however please note that if the student is applying to multiple universities, they will need to apply for the IFP through UCAS. For all other courses that you would normally apply for through UCAS, please continue to do so.

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:

- A copy of the application complete with your agency stamp
- 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
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.

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

### Agent Application System

Find the course you are looking for and click on **Apply**. Please note, when you do so, you will be logged out of KentVision and logged in as the applicant, and the application form will open in a new tab.

Once you have saved or submitted the application, please close this tab and click on **Home** to log back into KentVision.

**IMPORTANT NOTE:**
When making an application on behalf of an applicant, you must enter the applicant's personal details on the application form. **DO NOT** enter your agency email address in place of the applicant's personal email address as this will cause errors when the application is submitted. Your branch code will be tagged to the application and you will be copied in to all communications going to the applicant.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Course</th>
<th>Entry Date</th>
<th>Department</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>Business Analytics - MSc - full-time at Canterbury</td>
<td>September 2019</td>
<td>Kent Business School</td>
<td>Apply</td>
</tr>
<tr>
<td>2019-20</td>
<td>Business Analytics with an Industrial Placement - MSc - full-time at Canterbury</td>
<td>September 2019</td>
<td>Kent Business School</td>
<td>Apply</td>
</tr>
<tr>
<td>2019-20</td>
<td>Finance (Finance, Investment and Risk) - MSc - full-time at Canterbury</td>
<td>September 2019</td>
<td>Kent Business School</td>
<td>Apply</td>
</tr>
<tr>
<td>2019-20</td>
<td>Finance (Finance and Management) - MSc - full-time at Canterbury</td>
<td>September 2019</td>
<td>Kent Business School</td>
<td>Apply</td>
</tr>
<tr>
<td>2019-20</td>
<td>Finance (Financial Markets) - MSc - full-time at Canterbury</td>
<td>September 2019</td>
<td>Kent Business School</td>
<td>Apply</td>
</tr>
<tr>
<td>2019-20</td>
<td>Finance (International Banking and Finance) - MSc - full-time at Canterbury</td>
<td>September 2019</td>
<td>Kent Business School</td>
<td>Apply</td>
</tr>
<tr>
<td>2019-20</td>
<td>International Business and Management (with Foreign Language) - MSc - full-time at Canterbury</td>
<td>September 2019</td>
<td>Kent Business School</td>
<td>Apply</td>
</tr>
<tr>
<td>2019-20</td>
<td>International Business and Management - MSc - full-time at Canterbury</td>
<td>September 2019</td>
<td>Kent Business School</td>
<td>Apply</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 11 entries

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:

IMPORTANT NOTE:
When making an application on behalf of an applicant, you must enter the applicant's personal details on the application form. **DO NOT** enter your agency email address in place of the applicant's personal email address as this will cause errors when the application is submitted. Your branch code will be tagged to the application and you will be copied in to all communications going to the applicant.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Course</th>
<th>Entry Date</th>
<th>Department</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>Finance (International Banking and Finance) - MSc - full-time at Canterbury</td>
<td>September 2019</td>
<td>Kent Business School</td>
<td></td>
</tr>
<tr>
<td>2019-20</td>
<td>International Business and Management (with Foreign Language) - MSc - full-time at Canterbury</td>
<td>September 2019</td>
<td>Kent Business School</td>
<td></td>
</tr>
<tr>
<td>2019-20</td>
<td>International Business and Management - MSc - full-time at Canterbury</td>
<td>September 2019</td>
<td>Kent Business School</td>
<td></td>
</tr>
</tbody>
</table>

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

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 *

Forename *
Hermoe

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

Preferred First Name
Hermoe

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

Surname *
Graiger

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/1999)

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

![Agent Application System](image)

*Note: the course you are looking for and click on **Apply**. Please note, when you do so, you will be logged out of KentVision and logged in as the applicant, and the application form will open in a new tab.*

Once you have saved or submitted the application, please close this tab and click on **Home** to log back into KentVision.

**IMPORTANT NOTE:**
When making an application on behalf of an applicant, you must enter the applicant's personal details on the application form. DO NOT enter your agency email address in place of the applicant's personal email address as this will cause errors when the application is submitted. Your branch code will be tagged to the application and you will be copied in to all communications going to the applicant.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Course</th>
<th>Entry Date</th>
<th>Department</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>Pre-Sessional English (Block 4) - non-credit, full-time at Canterbury</td>
<td>August 2016</td>
<td>Centre for English and World Languages</td>
<td>Apply</td>
</tr>
<tr>
<td>2016-17</td>
<td>Pre-Sessional English (Block 2) - non-credit, full-time at Canterbury</td>
<td>June 2017</td>
<td>Centre for English and World Languages</td>
<td>Apply</td>
</tr>
<tr>
<td>2017-18</td>
<td>Pre-Sessional English (Block 1) - non-credit, full-time at Canterbury</td>
<td>May 2018</td>
<td>Centre for English and World Languages</td>
<td>Apply</td>
</tr>
<tr>
<td>2018-19</td>
<td>Pre-Sessional English (Block 3) - non-credit, full-time at Canterbury</td>
<td>July 2018</td>
<td>Centre for English and World Languages</td>
<td>Apply</td>
</tr>
<tr>
<td>2019-20</td>
<td>Pre-Sessional English - Non credit, full-time at Canterbury</td>
<td>October 2019</td>
<td>Centre for English and World Languages</td>
<td>Apply</td>
</tr>
</tbody>
</table>

Showing 1 to 5 of 6 entries

3. On the first page of the application form, which asks for the new user details, scroll down and click on the **Cancel** button.
4. Login as the student using their details, and you should then be able to fill out the application online. The application will be automatically tagged to your agency.

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.

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.

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 International Foundation Programme 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.
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 Wassley (00041659)** 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 task window to return to your screen.

**Marketing - MSc - full-time at Canterbury**
- Submitted on 8 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.

### 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.

- Block 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.

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.
In order to see the information that has been requested, please click on the **Provide information** link at the bottom of the message:
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 international@kent.ac.uk.

**Agency details**

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.