Welcome

Welcome to this Quick Start Guide for authorized agents of George Brown College. The information contained in this guide will outline the steps you need to take to get set-up on our new online system for international student applications to George Brown College.

We have designed our online application system to be as user-friendly as possible and believe that it will be very intuitive for students and counselors to use. Your office staff will be able to create applications on behalf of students and submit a complete application with the click of a button.

Before You Get Started

Your computer needs to be connected to the internet to access and use the online application system. The system is a web-based form and will work with most common browsers -- Internet Explorer 8 or later and all versions of Chrome, Safari and Firefox.

Activating Your Account

Authorized agents should have already received an email notifying them that an account has been created for them on the George Brown College international student application system. This email would also contain your Agency ID.

Sample email:

Hi XYZ,

A new agent account has been created for you on the George Brown College international student application system.

The ID for your Agency is ###. Please share this with your clients and use it as a reference in future communications with George Brown College.

Click here to activate your account so you can start submitting applications.

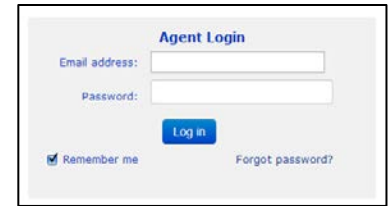This is an automated email. Please do not reply.

Thank you.

George Brown College
International Centre

Click on the link in the email you received and activate your account by creating a new password. If you have not received this email, or have any questions, please contact the recruitment manager for your country or region.

Logging In

Open up a web browser and enter applynow.georgebrown.ca/agent in the browser bar. You should then see the login page. Use your email address as your user name (the email address at which you received your account activation email). The password will be the one that you set when you activated your account.
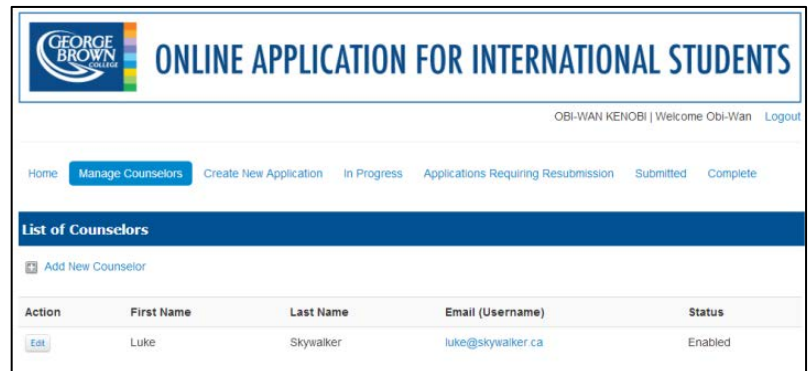
Creating Accounts for your Counselors

After logging into your account click on 'Manage Counselors', click on 'Add New Counselor' and enter the information of the counselor you wish to add. He/she will receive an email with a link to reset his/her password and will then be able to submit applications on behalf of students. Each counselor account will have access only to the applications that they have created.

Your agent account will have access to both applications you have created and applications created by your counselors.
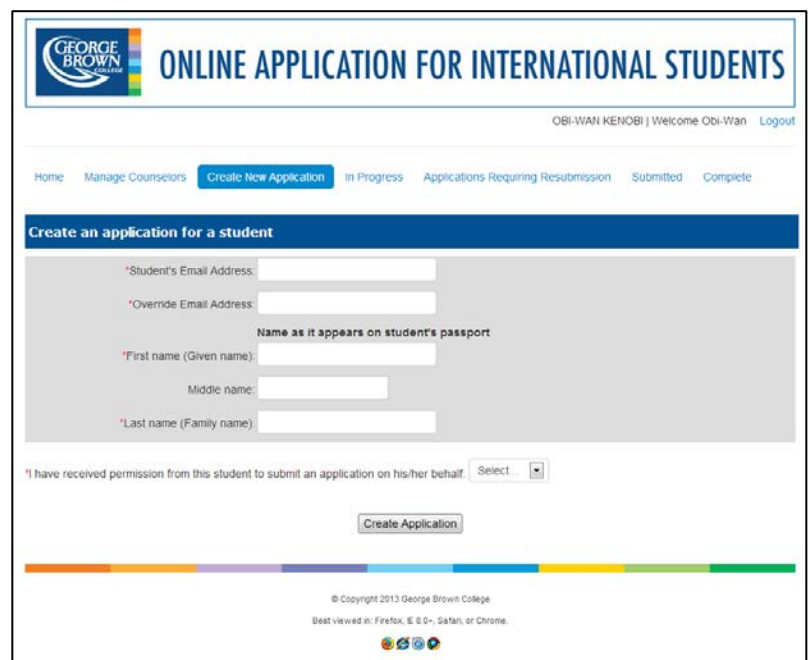
Submitting Applications

Click on 'Create New Application' and enter the personal information of the student. Please note that you are required to enter the student's email address here, not your agency's email address. You will need to confirm that you have received permission from the student to submit an application on his/her behalf. As proof of this, you will also need to attach a scanned copy of a completed Use of Representative form (see Appendix I) duly signed by the student at the 'Upload Your Documents' step (Step 5 in the application process).

Once the above step above is complete an automatic email is generated and sent to the student indicating that you have created a new account on their behalf. The student can access their application if they wish however they do not need to do anything further for you to be able to submit the application on their behalf.

You will now be taken to the application form. Please fill this in as if a student were filling it in directly. Once the application form has been completed you will need to accept the declaration at the final 'Review/Submit' step, then simply click on the 'Submit' button and the application for that student will be submitted.

USE OF A REPRESENTATIVE

George Brown College maintains a network of authorized international agents who play an important role in aiding prospective students through their application process while representing the College in a professional and trustworthy manner at all times. Some agents charge a fee for counselling. We encourage students who plan to use the services of an agent to ask, in advance, what those fees are.

Please note that George Brown College does not process applications from unauthorized agents and accepts no liability whatsoever for any unauthorized representations by an international agent.

APPLICANT INFORMATION

First Name (Given Name)	
Middle Name	
Last Name (Family Name)	
Date of Birth	

AGENT INFORMATION

Agency Name	
Agency ID	

APPLICANT DECLARATION

I am appointing the agency listed above to submit an application to George Brown College on my behalf. I authorize George Brown College to release information to this agency in regards to the status of my application.

I declare that I have fully and truthfully answered all questions on this form and on my application to George Brown College. I understand that any false or incomplete information submitted in support of my application may invalidate my application and result in the withdrawal by George Brown College of an offered seat at any time during my enrolment. George Brown College Admissions Officers reserve the right to request original documents if there are any doubts or questions with regard to authenticity or legibility of submitted electronic documents.

Signature of applicant: _____ Date: _____ Place: _____

George Brown College is continually striving to improve its programs and their delivery. The information contained in George Brown College's Online Application System is subject to change without notice. It should not be viewed as a representation, offer, or warranty. Students are responsible for verifying George Brown College admission, graduation, and fee requirements as well as any requirements of outside institutions, industry associations or other bodies that may award additional designations concurrently with, or after completion of, a George Brown College program.