



Home Office

Student Sponsor Guidance

Responsibilities regarding Agents

This guidance is to be published within Student sponsor guidance: Applying for a Student sponsor licence and Student sponsor guidance: Sponsorship Duties on 07/04/2026

This guidance covers:

- Confirmation of Acceptance for Studies (CAS) fields for Agent details
- The Agent Quality Framework (AQF)
- The Agent list requirement

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About this guidance

This document sets out changes and additions to published guidance relating to Student sponsor licence holders' responsibilities regarding Agents and third parties. The affected guidance products are:

- [Student sponsor guidance: Applying for a Student sponsor licence](#)
- [Student sponsor guidance: Sponsorship Duties](#)

Publication

Below is information on when this version of the guidance will be published:

- To be published on **07 April 2026**

Related content

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DRAFT

Agents and third parties

The following guidance will be added to Student sponsor guidance: Sponsorship Duties, in a new sub-section titled “Agents and third parties”, within section 3 “The Sponsorship Management System (SMS) and Confirmation of Acceptance for Studies (CAS)”.

- 3.24 Sponsors must record agent details on the CAS where the sponsor has used an agent in the recruitment of the sponsored student. Further detail on the information which must be provided is set out in [SMS Guide 4A – Creating a CAS – guide for Student sponsors](#).
- 3.25 Sponsors are required to provide agent details on the CAS in any instance where the sponsor has used an agent or third party in the recruitment of that student, even if this is a one-off recruitment and/or the recruitment was done without a formal ongoing contract with the agent or third party. If a sub agent is used, sponsors must provide details of the main agent not the sub agent.
- 3.26 Agent details do not need to be provided on the CAS where advisors have been engaged directly by the student to provide support with their application, if that third party was not used by the sponsor as part of the recruitment process.
- 3.27 The agent details should reflect the agent utilised during the recruitment phase, and who the sponsor attributes the recruitment of the student to (for example but not limited to, who will receive any commission payment). If the agent subsequently changes after the CAS has been assigned, sponsors do not need to report this to UKVI.
- 3.28 Sponsors may use the ‘sponsor note’ field to amend any minor errors in the agent section identified after a CAS has been assigned.
- 3.29 If sponsors identify concerns with an agent or third party following assigning the CAS, either raise via the studyriskteam@homeoffice.gov.uk or, if illegal activity is identified or suspected, report it as an immigration crime via <https://www.gov.uk/report-immigration-crime> .
- 3.30 All student sponsors using recruitment agents must have committed to adhering to the key principles of the Agent Quality Framework (AQF) as stated at: <https://www.agf.info/>. As part of these commitments, student sponsors may want to consider the recommended actions and best practices set out on the AQF webpage.
- 3.31 All student sponsors using recruitment agents must retain evidence of how they are managing agents in line with the AQF and The National Code of Ethical Practice for UK Education Agents, as applicable to the school, further education, pathway and higher education sectors.

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Agent list requirement

Under current policy, Student sponsors are required to provide details of any third parties used to recruit students when applying for their annual CAS allocation. This process is being amended to require sponsors to provide a list of all agents or third parties used to recruit international students when initially applying for their Student sponsor licence, and to update UK Visas & Immigration (UKVI) of any additions or removals to their agent list within 20 working days of becoming aware of the change. UKVI will contact all existing sponsors shortly to request submission of their agent and third party lists to bring them into line with the policy.

The following sub-sections set out amendments to Student sponsor guidance: Applying for a Student sponsor licence and Student sponsor guidance: Sponsorship Duties.

Student sponsor guidance: Applying for a Student sponsor licence

- 4.4 To become a sponsor and be listed on the Register of Student Sponsors, you must meet all of the requirements set out in this guidance. You must:
- complete and submit the online application (this includes a declaration from you that you agree to meet all of the duties associated with being a licensed sponsor - for more information on sponsor duties, please see the guidance document titled 'Sponsorship Duties');
 - pay the correct fee (for more information please see the section titled '[Fees](#)');
 - provide proof that you are based in the UK and provide original or certified copies of the documents listed in [Application documents](#), unless we say otherwise, to establish that you are genuine and operating or trading lawfully in the UK, and with the appropriate planning permission or local planning authority consent to operate the type or class of business at your trading address (for more information on supporting documents, please see the section titled '[Document checks](#)');
 - meet the eligibility and suitability requirements. For more information, please see the section titled '[Eligibility and suitability for a Student sponsor licence](#)';
 - show there are no reasons to believe that you are a threat to immigration control; and

- provide the details of any agent or third party, in the UK or another country, which you have used or intend to use in the recruitment of a sponsored student. The details required are those set out in the agents section of [SMS Guide 4A – Creating a CAS – guide for Student sponsors](#).

Student sponsor guidance: Sponsorship Duties

Paragraph 2.18, which currently reads:

- 2.18 A sponsor must also provide details of any third party, in the UK or another country, which has helped it to recruit students.

Will be amended to:

- 2.18 A sponsor must provide the details of any agent or third party, in the UK or another country, which it has used in the recruitment of a sponsored student. The details required are those set out in the agents section of [SMS Guide 4A – Creating a CAS – guide for Student sponsors](#).

Paragraph 7.2, which currently reads:

- 7.2 You must give us details of any third party, in the UK or another country that helped you to recruit international students. To do this, email EducatorsHelpdesk@homeoffice.gov.uk. We may take action against you if you fail to provide this information or any other information we request about your use of third parties.

Will be amended to:

- 7.2 Sponsors must provide details of any agents or third parties that have been added to, or removed from, the list which they either originally submitted in their licence application, or in response to UKVI's request to provide such a list. Sponsors must inform Studythirdpartydisclosure@homeoffice.gov.uk within 20 working days of becoming aware of the change. The details required are those set out in the agents section of [SMS Guide 4A – Creating a CAS – guide for Student sponsors](#). We may take action against you if you fail to provide this information or any other information we request about your use of agents or third parties.

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