



FORM 3: APPOINTMENT OF A UK GUARDIAN FOR A STUDENT UNDER 18 YEARS

Where parent/s are not resident within the Greater London area, it will be necessary to appoint a UK guardian for the student. The guardian is expected to reside in the Greater London area and be a member of the family or a family friend that is known to the student. UK-based guardianship agencies accredited by the 'Association for the Education and Guardianship of International Students' (AEGIS) (www.aegisuk.net) are acceptable where a member of the family or family friend is not available to act as a guardian. It is necessary that the guardian is made fully aware of their responsibilities by the family. Additionally, UCL expects the following of the guardian:

- To understand and accept the information provided in this policy.
- To remain primarily responsible for the student's personal supervision and welfare.
- To provide up to date and full contact details and take the role of a first emergency contact for the student if their emergency contact is not resident within the Greater London area.
- To respond to communication from UCL and where appropriate accompany the student to induction sessions and meetings.
- In the case of international students, to be involved in his/her travel arrangements and receive them on initial arrival in the UK.

Name of Applicant:

UCAS PID:.....

Name of Parent:

Electronic signatures are not accepted, please provide handwritten signatures

1. To be completed by a parent or legal guardian

I authorise the person named below to act as guardian for my child whilst in the UK and until he or she is 18:

Name of Appointed UK Guardian:

(this should be the full name of the person who will be your child's UK guardian)

Please tick ✓ one of the following options to confirm the relationship to the applicant and complete the required information about the appointed UK guardian.

UK Guardianship agency

Name of Agency.....

*(this **must** be an AEGIS approved agency: <http://www.aegisuk.net>)*

Family Member

Family friend

Please describe the relationship to the applicant:

.....

.....

Occupation:.....

Address:

Telephone Number:

Email address:

Signature of Parent: Date:

2. To be completed by appointed UK guardian *not to be signed by the parent or legal guardian*

I agree to act as a guardian for the above named applicant whilst they are in the UK and until they are 18:

Signature of Appointed UK Guardian: Date:

Once all **three** forms have been fully completed, please scan and upload them to your [Applicant Portal](#).