

# Information for Independent Agents working with TISA Students on their University Application Process

The International School of Azerbaijan will only process student applications that are being submitted through the TISA systems and processes. We will not provide documents, like letters of recommendation to an external agency. Our policy for students working with external agents is as follows:

**“Use of Outside Agents, Consultants or Organizations:** While we understand some families seek outside agents in the university application process, we strongly believe students are highly capable of navigating this process with the support of their TISA counselor who provides a comprehensive service. In addition many outside agents do not understand the IB/TISA Diploma or the requirements for English for students from TISA. If they do not understand they may ask students and families to pay, and waste critical hours, for prep courses and exams like the TEFL when it is not needed for the majority of students. If you have chosen to pay someone for assistance, please remember that the student still must consult regularly with his/her TISA counselor, as the counselor writes the comprehensive counselor evaluation. The TISA counselor will also help ensure students are applying to universities that are a good fit where they can thrive. Anyone you pay to assist in this process should charge a reasonable fee and adhere to strict ethical standards. (Please see NACAC Statement of Principles of Good Practice below).

All applications are required to be processed through TISA's systems and the School Counselor. Students applying through UCAS, Common Application etc. are required to link their applications directly to TISA via the Bridge U and/or with use of UCAS Buzzword in order for letters of recommendations, transcripts, the check of credentials and predicted grades to be processed.

When TISA sends applications, the University expects TISA to have confirmed the data and information in the application to the best of our ability and having incorrect data reflects poorly on TISA and future TISA applications. So, if TISA learns that an agent is modifying applications TISA will notify the Universities that we cannot verify the validity of the application information.

We are happy to collaborate with external agents but expect the above guidelines and expectations to be adhered to.

You can reach the TISA School & University counselor at [Counselor@tisa.az](mailto:Counselor@tisa.az) if you have any questions or concerns.