

Education Sector ESL 13

Unfunded International Providers (UIP)

Machine Account Request Form – Compliance

This form is used to request a Machine Account to access the compliance environment of the Unfunded International Providers system (UIP). The CEO (or equivalent) of your organisation is required to approve access to the UIP by completing Part 4.

Part 1: Account owner's details

The account owner for the compliance environment is a member of the organisation (SMS vendor or PTE development team) and is the person responsible for holding and storing the Education Sector Machine Account details within their student management system (SMS).

Organisation Name ¹			
SMS Name*		SMS Version	
MoE Number ²			
Your Given Names			
Your Family Name*		Your Title <i>(e.g. Mr, Mrs, Ms)</i>	
Your Date of Birth* <i>(dd/mm/yyyy)</i>		Your Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/>
Your organisational role			
Your Work Contact Phone			
Your Work Email Address*			
* Fields denoted with an asterisk are mandatory			
¹ Organisation Name of SMS Vendor or PTE if SMS is an in-house built application (mandatory)			
² Required if in-house built application			

Part 2: Application for Machine Account

I am : <i>(select one option only)</i>	<input type="checkbox"/> a vendor with clients who need to comply with UIP <input type="checkbox"/> a vendor wanting to comply to be available to new clients <input type="checkbox"/> a PTE with in-house developed SMS
Check one and complete all parts	

Part 3: Account owner declaration

<ul style="list-style-type: none"> I declare that all information included in this access request form and any Evidence of Identity (EOI) documents presented are valid and correct I understand that access to these Education Sector applications may be declined or cancelled if I fail to meet the Education Sector Conditions of Use. 		
Account owner's signature	Account owner's name (please print full name)	Date

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Part 4: Authoriser’s confirmation

This section must be completed by your organisation’s CEO (or equivalent).

<ul style="list-style-type: none"> ▪ I authorise Machine Account access to interface to the compliance environment of the Unfunded International Providers system (UIP) for our organisation ▪ I confirm that the EOI documents presented are proof of the account owner’s identity ▪ I authorise that the applicant be listed as the owner of our organisation’s Education Sector Machine Account and as the owner can approve any updates to our Education Sector MachineAccount. 			
Authoriser’s Full Name			
Authoriser’s Signature			
Authoriser’s Role Title			
Work Email Address			
Work Contact Phone		Date	
Complete all fields			

Part 5: Further assistance and where to send completed form

Once this form has been completed, please post or scan and email to the Education Service Desk			
Phone:	0800-422-599	Post:	Education Service Desk PO Box 1666 Wellington 6140
Email:	Service.Desk@education.govt.nz		