**Agent Domain Protocol – Osmosis Portal**

**1. Access & Role Definition**

• Role: Educational Consultant / Agent

• Portal Access: Limited to assigned leads and personal performance data

• Login ID: Unique verified email with two-step authentication

• Access Restrictions: No view of financial data of other agents or admin-level analytics

**2. Agent Responsibilities**

• Lead management, documentation, and application submission

• Student counseling and course matching

• Scheduling interviews and maintaining communication logs

• Ensuring honesty in all procedures and documents

**3. Performance Metrics (KPIs)**

• Number of leads handled

• Offer letter and visa success rate

• Application submission rate

• Monthly/Quarterly performance rankings

**4. Verification & Compliance**

• Agent KYC (ID, address proof, agreement)

• Portal training completion mandatory

• Misconduct results in suspension of access

**5. Assigned Tasks & Tracking**

• Tasks: Profile review, application upload, feedback

• Admin/manager can reassign inactive leads (> X days)

**6. Document Handling Protocol**

• Only upload verified scanned documents

• Tag documents accurately (e.g. 'Passport', 'IELTS')

• Update resubmitted or corrected files

• Misuse results in blacklisting

**7. Commission Handling**

• Based on offer letter, enrollment, and tuition fee

• Visible in agent wallet

• Monthly disbursement with ticket system for disputes

**8. Data Protection & Ethics**

• No contact with other agents' leads

• No bypassing or offline deals

• No external sharing of portal content

**9. Support & Training**

• Onboarding with tutorials

• Regular updates via alerts or newsletters

• FAQ and helpdesk support

**10. Deactivation Policy**

• Inactivity > 90 days = freeze

• Policy breach = permanent removal

• Misconduct = disciplinary review

**Osmosis Portal – Dashboard Modules Overview**

**1. Stu dent Dashboard**

• Student profile, document uploads, and preferences

• Application tracker with real-time updates

• Payment status and task checklist

• Support ticket system and notifications

**2. University Dashboard**

• University profiles and partnership management

• Course filtering, entry requirements, and scholarships

• Application windows and country-specific guidelines

**3. Agent Dashboard**

• Assigned student list and task tracking

• Commission tracking and performance analytics

• Upload center and inter-agent messaging

• CRM-lite for lead management

**4. Admission Tracker & Record Center**

• Status-wise record of all applications

• Offer letters, deferral, and visa tracking

• Timestamp logs and final enrollment stats

**5. Real-Time Analytics**

• Applications by country/university

• Offer-to-rejection ratio and success graphs

• Funnel, pie, and bar charts for breakdown

**6. Document Management System**

• Student and university document vault

• Auto-expiry checks and tag-based uploads

• Approval system for admin-level review

**7. CRM Integration**

• Auto-email responders and follow-up reminders

• Integration with social media leads

• Note-taking and communication history

**8. Role-Based Access Control**

• Admin, Manager, Agent, Student roles

• Tiered access and audit logging

• University-specific access zones

**9. Finance Module**

• Payment and refund tracking

• Commission calculations and invoice generator

• Monthly financial summary reports

**10. Auto-Sync & API Integration**

• Zoom, WhatsApp, Mailchimp integration

• Google Sheets & Excel sync options

• Notification API for reminders and status updates

**11. Learning Resources**

• SOP, visa prep, and study guides

• FAQ center and downloadable templates

• Interactive tips and updates for students

**Osmosis Portal – Module 4: Join As Contributor (Extended Version)**

**Overview**

This module encourages community collaboration. Individuals with educational or professional expertise can join Osmosis to **1. Contributor Role Categories**

• Language Mentors (IELTS, TOEFL, Spoken English)

• Video Bloggers (Study Abroad Life, Campus Tours)

• Content Writers (Articles, SOP help, FAQs)

• Country Ambassadors (Help desk for specific nations)

• Educators & Trainers (Webinars, Mini-Courses)

• Admissions Editors (CV, Motivation Letter Experts)

• Social Media Collaborators (Reels, Posts, TikToks)

**2. Types of Contribution Tasks**

• Writing blog articles (500–1000 words)

• Recording vlogs or guides (2–10 minutes)

• Creating visual guides (PDF/Slides)

• Hosting a Q&A or Live Webinar

• Responding to students in forums

• Reviewing submitted SOPs or essays

• Reporting trends from specific regions

**3. Contributor Levels (Gamified Access)**

• Level 1 – Volunteer (basic profile, contribute anytime)

• Level 2 – Certified Contributor (5+ tasks completed)

• Level 3 – Osmosis Mentor (invited to speak/events)

• Level 4 – Partner/Brand Ambassador (collaboration offers)

**4. Contributor Profile Features**

• Public contributor card on Osmosis site

• Portfolio of published work on portal

• Student ratings and endorsements

• Shareable profile link for social media

**5. Collaboration Opportunities**

• Partner with local schools or coaching centers

• Joint campaigns for awareness

• Lead a student success campaign in your country

• Represent Osmosis in education fairs or webinars

**6. Rewards and Recognition**

• Certificates for every 3, 5, 10 tasks

• Feature in Osmosis newsletter and podcast

• Discounted access to Osmosis partner tools

• Yearly Top Contributor Award

**7. Application Process Details**

• Sign-up form with role selection

• Optional CV or work sample upload

• Admin approval within 5–7 working days

• Welcome kit with guidelines and task board access

**8. Code of Ethics**

• All contributions must be original and respectful

• Avoid political or offensive content

• Treat students and staff with kindness

• No paid referrals or affiliate marketing through tasks

**9. Exit & Return Policy**

• Contributors may pause or leave anytime

• Profiles can be reactivated with a short review

• No contribution = auto freeze after 6 months

**10. Future Integration**

• Contributor App (2026 Roadmap)

• Badge-based verification system

• Contributor-only monthly Zoom sessions

• Internal networking groups by region or role

**Osmosis Portal - Student Module Overview**

1. Smart University Finder Tool:

- Allows students to search based on destination country, field of study, budget, and language requirements.

- Displays matching universities with tuition fees, rankings, deadlines, scholarships, and entry requirements.

2. Interactive Application Planner:

- Personalized calendar with reminders for application deadlines, interviews, visa appointments, and document

3. Document Auto-Checker Tool:

- Lets students upload required documents.

- Validates format, checks for completeness, and offers suggestions or sample documents.

4. Visa & Embassy Protocol Assistant:

- Country-wise visual guides for student visa processes, embassy appointments, bank statements, and interview

5. AI Chat Assistant (24/7 Support):

- Smart assistant to answer queries such as best country for specific programs, visa eligibility, scholarship

6. Compare & Save Feature:

- Enables side-by-side comparison of multiple universities based on tuition, accommodation, ranking, and

7. Peer Experience Section:

- Displays success stories, video testimonials, and vlogs from past students.

- Helps in setting expectations and sharing real journeys.

8. Scholarship Filter + Alert System:

- Notifies students when relevant scholarships open based on their profile and preferences.

9. Consultant Connect (Optional):

- In-app booking for verified education consultants if the student wants guided support.

10. Application Submission Tracker:

- Monitors real-time status for each university application (e.g. submitted, reviewed, interview, offer letter).

Referenced Platforms for Feature Inspiration:

- StudyPortals (www.studyportals.com)

- ApplyBoard (www.applyboard.com)

- IDP Education (www.idp.com)

- Unibuddy (www.unibuddy.com)

- QS Top Universities (www.topuniversities.com)