



Waterford Institute of Technology

WIT, Cork Road, Waterford, Ireland. Tel 353 51 302000.

EDUCATION RECRUITMENT AGENT APPLICATION FORM

Please complete this application form in full and send electronically to the International Academic Liaison Officer, Brian McNamara, bmcnamara@wit.ie.

N.B To insert data, click on the grey boxes and then type

1.0 CONTACT DETAILS

1.1 Name of organisation:

1.2 Registered company name:

1.3 Trading Name:

1.4 Name of owner of Company:

1.5 Name of Chief Executive:

1.6 Name of Contact Person:

1.7 Street Address of Head Office:

1.8 Telephone Number:

1.9 Fax Number:

1.10 Email:

1.11 Website:

2.0 EXPERIENCE & BACKGROUND

2.1 Are you accredited to act as an education agent in your country?

Note: applicants from the People's Republic of China must provide evidence that they hold a license to act as a registered agent, or that they have a contract with a registered licence holder).

Yes No If 'Yes' please provide details below:

Details:

2.1 In which year did your company first start operations as an education agent?

Year:

2.2 Is your company involved in any other activities?

Yes No If 'Yes' what other activities?

Immigration consultancy Student Loan Education Institution Other (please detail)

Details:

2.3 How many of your staff are engaged in full time education consultancy:

1 – 3 3 – 5 5 – 8 8 +

2.4 How many students does your company enrol in education institutions each year? :

1 – 15 15 – 50 50 – 100 100 +

2.5 How many students did you send to Ireland & UK last year?

1 – 15 15 – 50 50 – 100 100 +

2.6 For which education level do you currently recruit? (Secondary School, English Language etc)

High School Undergraduate / Post Graduate Degree English language / Foundation

2.7 Please list location of student counselling and recruitment branches:

Branch Name	Location	Contact Person

2.8 Do you employ other companies to recruit students on your behalf? :

Yes

No

(a) If yes, please give details:

Company Name	Location	Contact Person

3.0 SERVICES PROVIDED BY YOUR ORGANISATION

3.1 Do your students pay your organisation a fee for your services? :

Yes

No

(a) If yes, how much is the fee? (Please specify currency and amount):

3.2 Do you hold promotional events?

Yes

No

If 'Yes' please detail the programs that you have held in the last year below:

Event	Date Held	City (Country)	Name of Institution who attended your event
Seminar/Interview Programs			
Public Exhibition			

3.3 Please give details of two recent education promotions you have participated in:

(a)

Event:

Venue:

Date:

(b)

Event:

Venue:

Date:

3.4 What are your channels of student recruitment? :

Direct mail Advertisement Newspaper Radio Television Website Exhibitions

Other (Please specify): _____

3.5 Do you have any links with colleges or universities in your region?

Yes

No

(a) If 'Yes', please give details:

Details:

4.0 KNOWLEDGE OF IRELAND

4.1 Do you visit Ireland or UK in the course of your business?

Yes

No

(b) If 'Yes' how frequently?

More than once a year

Once a year

Once every few years

4.2 Please list any other Irish or UK based Colleges / Institutes / Universities you currently represent.

<u>Name of Institution(s)</u>	<u>Duration of Relationship</u>

5.0 BUSINESS CREDENTIALS

5.1 Please provide details of one referee from a College/University, that you currently represent:

Name:

Address:

Telephone:

Email:

DECLARATION

Please read the declaration below:

I confirm that I have all the necessary registrations, accreditations and permissions to act as an education agent in all the territories which I have nominate, and understand that I must notify WIT if any changes occur in the registration status of my agency.

I undertake that the information provided in this application is a true and accurate record as to the operation of the educational agency I represent.

Signed on behalf of the prospective agent:

Name:

Position:

Waterford Institute of Technology OFFICE USE ONLY

Received by:

Date:

Comment:

Country (ies) for recruitment:

Specified Contract Term:

Agent Level