

Educational Agency Application

Instructions: Please fill out all fields possible. If you cannot fill out a field, please explain why. When completed, please submit this document to isopartner@cityu.edu.

Part A – Organizational Information			
Registered Business Name:		Year Established:	
Registered Address:			
City:		Province/State:	
Postal Code:		Country:	
Web Site:		Number of Employees:	
Social Media Sites:			
Associated companies: (Parent/Child/Sister Companies)			

1 – Owner/Director Information			
Job Title:			
First/Given Names		Family Name/Surname:	
Name as written on registration documents:			
Email address:			
Telephone Number:		Fax Number:	

2- Main Administrative contact person (if different than Owner/Director)			
Job Title:			
First/Given Names		Family Name/Surname:	
Email address:			
Telephone Number:		Fax Number:	

3 – Contact person for processing commission payments			
Job Title:			
First/Given Names		Family Name/Surname:	
Email address:			
Telephone Number:		Fax Number:	

Part B – Recruitment information

1 - Does your organization belong to any professional associations or have any special accreditations? (Example: ICEF, AIRC, etc.)

2- What cities or countries does your organization recruit students from?	
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3 - What services do your counselors provide to prospective students?

4 – What are some typical fees do you charge prospective students?

5- What are the top study destinations for your referred students? (Previous year or typical)

Country:	% of Referred Students:

6- Approximately How many referred students enrolled at U.S. institutions in the past 12 months?	
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7- What type of studies were these students pursuing in the U.S.?	
English Language Programs	%
High School Programs/Completion	%
Undergraduate (Bachelor's)	%
Graduate (Master's)	%
Short term/Certificate	%

8- Please list some institutions in the U.S. that you represent and have sent students to in the last 12 months:

9- Please provide a minimum of three references from institutions for which you recruit students. We prefer references located in the United States. If you are unable to provide references, please explain why.	
Name of Institution	
Name of Contact	
Email	
Phone number (with country code)	

Name of Institution	
Name of Contact	
Email	
Phone number (with country code)	

Name of Institution	
Name of Contact	
Email	
Phone number (with country code)	

Part C – Marketing and Outreach
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1- How did you hear about City University of Seattle?
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2 – How does your organization advertise and market itself?
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3- How does your organization advertise and promote partner universities and schools?
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4- Where should City University of Seattle send marketing materials and updates?

Mailing address:	
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Phone Number:	
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Contact Person:	
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Email address:	
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5- What support services does your organization expect from CityU?

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6- Approximately how many students do you expect to refer to CityU per year?

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Submit all completed agent application materials and a copy of your business license to isopartner@cityu.edu