

INTERNATIONAL REPRESENTATIVE INFORMATION FORM

Company Name:	
Contact person (Mr / Mrs / Ms / Dr / Professor):	Registered or Incorporated Yes or No
Position in the company:	Registration Number:
Registered Office Address:	Telephone number:
Country:	Do you have a Business bank account: Please tick Yes or No
Name & Address of an Individual to whom correspondence should be sent:	Fax number:
	Email address:
	Web site address:
Name of authorized signatory:	
Name & address if an individual:	
Name of authorized signatory:	
In which country/ies or regions do you wish to represent Durham College?	

ABOUT YOUR COMPANY		
How long has your company been operating?	years	months
How many staff do you employ?	Full time	Part time
How many counsellors?		
Describe the structure of your company. Do you operate in more than one location – if so, please detail location and facilities briefly:		

Is the agency engaged in any other activities other than education? Please outline briefly:

Does the agency provide any immigration counseling?

Have you or any of your staff been educated in Canada? Please give brief details:

Have you or any of your staff visited Canada or any of the institutions you represent? Please give brief details:

Do you have any dealings with the local Canadian Embassy/High Commission or CEC office?

What sort of enquiries do you deal with most in terms of subject of and level of study? e.g. 'postgraduate business programs'

ABOUT YOUR PORTFOLIO	
Do you currently represent other Higher Education institutions in Canada?	Yes / No
If YES, please give name the institutions and state how many years you have been working with them:	

Do you currently represent other Higher Education institutions in other countries? How many institutions in each country? Please provide information below:

Do you have a minimum or maximum number of institutions you will represent?

Do you have any plans for future expansion?

How many students do you recruit annually for Canada and the rest of the world? Please indicate numbers below:

	Canada	Rest of World
English language		
High school		
College		
Undergraduate		
(Post) Graduate		

ABOUT YOUR SERVICES TO APPLICANTS

Do you provide the following:

- Counselling services to applicants
- Interviewing facilities on premises
- Pre-departure briefings for students
- Assistance with student visa process (if applicable)
- Assistance with student travel arrangements
- Other - please give further information:

Do you charge the applicants a fee? Please provide full information as to how much the fee is and what services are covered.

ABOUT YOUR SERVICES TO INSTITUTIONS

Do you provide any of the following services to the institutions you represent:

- Placing advertisements in the local media
- Setting up interviews for visiting staff (if required)
- Setting up seminars/presentations for visiting staff (if required)
- Setting up visits to local institutions for visiting staff (if required)
- Producing marketing reports / updates on the market
- Provide staff to act as interpreters on any promotional activity e.g. Fairs, seminars
- Are there any other services you provide the institutions you represent? Outline:

If you advertise, please enclose recent examples of advertisements undertaken by you company.

Enclosed

ABOUT YOUR MARKETING
How would you propose to recruit students for Durham College? Please outline a year's marketing proposal, with draft costing implications. (Please continue on a separate sheet if necessary)
How did you hear about Durham College?
Why are you interested in representing Durham College?

The College may wish to contact the other educational institutions you represent and the local Canadian Embassy or CEC office.

Please provide names and addresses of two business referees in Canada (preferred) or abroad who we can contact, and indicate your relationship with them.	
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Relationship:	

DECLARATION (DATA PROTECTION)

I confirm that the information on this form is complete and accurate and that all essential information has been included. I agree that Durham College can process my information for my application and internal market research.

Signature: Print Name:

Date:

PLEASE RETURN THIS FORM TO

Office of International Business Development
Durham College
2000 Simcoe Street North
Oshawa ON, L1H 7K4 Canada

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Fax: +1 905 721.3140

Email: internationalapplications@durhamcollege.ca