

INTERNATIONAL REPRESENTATIVE APPLICATION FORM

<p>Please return the complete application package to:</p> <p>Office of International Business Development Durham College 2000 Simcoe Street North Oshawa, Ontario, Canada L1H 7K4 Phone: 905-721-2000 ext. 2269 Fax: 905-721-3014 Email: internationalapplications@durhamcollege.ca</p>	<p>FOR OFFICE USE ONLY</p> <p>Date Received _____</p> <p>Agent ID No. _____</p> <p>Vendor ID No. _____</p>
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1. BASIC INFORMATION

Legal Name of Agency _____

Owner of the Agency ☐ Mr. ☐ Ms. _____

Registered or Incorporated ☐ YES ☐ NO Registration Number _____

Business Address _____

City _____ Province _____ Country _____ Postcode _____

Main Contact ☐ Mr. ☐ Ms. _____ Position _____

Phone _____ Fax _____

E-mail _____ Website _____

Do you have a Business bank account ☐ YES ☐ NO

Name of authorized signatory _____

2. ABOUT THE AGENCY

When is your agency established? _____ How many staff does your agency employ? _____

Does your agency operate in more than one location? ☐ YES ☐ NO

If yes, please list all branch names and locations: (attach a separate list if the space is not enough)

Branch _____	City _____	Country _____
Branch _____	City _____	Country _____
Branch _____	City _____	Country _____

Is any member of your agency related to a Durham College staff, faculty or administrator? ☐ YES ☐ NO

If yes, what is the relationship? Please provide the contact information _____

Is any member of your agency a Durham College Alumni? ☐ YES ☐ NO

Is your agency engaged in any other activities other than education? Please outline briefly _____

Does your agency provide any immigration and/or counselling? ☐ YES ☐ NO

If yes, please provide details of any applicable licensing _____

If any member of your agency has been educated in Canada, please give brief details _____

Please provide details of any dealings you may have with the local Canadian Embassy/High Commission? _____

What sort of enquiries does your agency deal with most in terms of subject of and level of study? E.g. 'postgraduate business programs' _____

3. AGENCY PORTFOLIO

Does your agency currently represent other higher education institutions in Canada? ☐ YES ☐ NO

If yes, please list all the Canadian institutions: (attach a separate list if the space is not enough)

Name _____ City _____ Province _____

Name _____ City _____ Province _____

Name _____ City _____ Province _____

Does your agency currently represent other higher education institutions in other countries? ☐ YES ☐ NO

If yes, please list all institutions: (attach a separate list if the space is not enough)

Name _____ City _____ Country _____

Name _____ City _____ Country _____

Name _____ City _____ Country _____

How many students does your agency recruit annually for Canada and the rest of the world? Please indicate numbers below:

	Canada	Other countries (in total)
ESL/EAP Program		
High School		
College		
University Undergraduate		
University (Post) Graduate		

Does your agency work with sub-agents? ☐ YES ☐ NO

If yes, please list all the sub-agents: (attach a separate list if the space is not enough)

Name _____ City _____ Country _____

Name _____ City _____ Country _____

Name _____ City _____ Country _____

Does your agency provide the following services and charge the applicants a fee for the services? If so, please indicate the amount.

- ☐ Counselling services to applicants _____
- ☐ Interviewing facilities on premises _____
- ☐ Pre-departure briefings for students _____
- ☐ Assistance with student visa process _____
- ☐ Assistance with student travel arrangements _____
- ☐ Other, please provide more detailed information _____

Does your agency 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 activities, eg, fairs, seminars
- ☐ Other, please provide more detailed information _____

4. MARKETING INFORMATION

How would your agency 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? _____

What is your agency's student visa approval rate? _____

What is your agency's Canadian student visa approval rate? _____

If your agency advertises, please enclose recent examples of your advertisements undertaken. ☐ Enclosed

5. INSTITUTIONAL REFERENCES

Durham College may wish to contact the other educational institutions your agency represents and the local Canadian Embassy. Please provide the contact information for TWO institutions (preferably in Canada) that your agency currently recruits students for:

Referee 1

Name _____ City _____ Country _____

Tel _____ Email _____

Comments (*For office use only*)

Referee 2

Name _____ City _____ Country _____

Tel _____ Email _____

Comments (*For office use only*)

6. 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.

Print Name _____

Signature _____ Date _____