



APPLICATION FOR APPOINTMENT AS AN AGENT (EXPRESSION OF INTEREST)

PLEASE WRITE IN BLOCK LETTERS

Registered Business Name:

Australian Business Number (if applicable):

Contact person:

Position in the
Company:

Overseas Business Address (if applicable):

Business Address in Australia (if applicable):

Mailing Address:

Telephone Number:

Fax Number:

Mobile Number:

Email Address:

Website:

Other overseas Office Locations (if applicable): Not sub-agents

AGENT BACKGROUND AND EXPERIENCE

Years in Business:

Name of Directors:

No. of international students recruited for study last in 12 months:

No. of Students Recruited for VET Sector

No. of Students Recruited for University (Higher Edu) study:

To which countries do you send students for study?

What is your projected number of students you plan to send to Australia in the next six months?



List the most popular courses you promote now:

From which countries do you wish to recruit students for Australian College of Applied Business?

Which Australian and/or Overseas institutions do you Represent?

How much is your student service fee?

Does the above fee include Fee for an Australian Student Visa?

Is your office fully resourced student recruitment Centers?
(i.e. phone, fax, computer facilities, areas for speaking with potential students & displaying promotional material)

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What services do you provide to students:
(Counseling, visa application, placing students to institutions in overseas countries, accommodation arrangement, air ticket, sendoff airport, pre- departure orientation, following up while students are in overseas countries)

What marketing strategies you plan to implement to ensure that above goals are met?



REFEREES

Please nominate 2 referees, including at least one from an Australia or from any Registered Training Organization

REFEREE 1		REFEREE 2	
Last name:		Last name:	
First name:		First name:	
Position:		Position:	
Company:		Company:	
Address:		Address:	
Phone:		Phone:	
Mobile:		Mobile:	
Fax:		Fax:	
Email:		Email:	
Comments:		Comments:	

SUPPORTING EVIDENCE – DOCUMENT CHECKLIST

(to be attached with Agent Application form, as applicable to your business country)

- Completed Agent Application Form with relevant information.
- Certificate of registration of business name or company.
- Any evidence of business structure or business profile.
- Any evidence of previous business history and success rate like Institute/University representations. Proof of professional membership e.g. Migration Agents Registration Authority (MARA), Certificate of PIER (QEAC) etc.
- References from existing Australian institutional partners.

Agent Name			
Signature		Date	

Please send your completed form and supporting evidence documents to:

Glenrich College

ceo@glenrich.edu.au