

Prospective Agent Information Form

Shepherd University aims to uphold the standards set by AIRC. As such, agents are strongly encouraged to be AIRC-certified or to have AIRC-certification as part of their future goals.

The information you supply will remain confidential. Please attach your company brochure and any other supporting documentation.

Company Information

| | |
|---|--|
| Name of organization | |
| Registered company name (if different) | |
| Registered address | |
| Name of owner | |
| Name of Chief Executive (if different) | |
| Street address | |
| Postal address | |
| Telephone | |
| Facsimile | |
| Website | |
| Name of the Primary Contact Person | |
| Email of Primary Contact Person | |

General Details

- Is international student recruitment the main business of your company?
- If not, what is the main business? Please give details.
- Do you have other offices or work through subsidiaries and/or associated companies? Please give details.

- How many staff do you employ?
- How many students do you recruit for university study annually?
- Is your market primarily undergraduate or graduate focused? What majors are most desirable in your market?
- Do you charge students themselves a fee for the services you provide (including assistance in obtaining a visa)? If so, please give details.
- Is there a professional agent association in your country and are you a member? Are you a member of any other professional networks or associations?

Experience in Recruiting International Students

- When did your company begin operating as an education agent?
- What services would you offer to the University as a representative (promotions, exhibitions, student counseling)? What is your current recruiting strategy?
- What systems do you have in place for checking that students have appropriate entry qualifications?
- Have you (or any of your staff) had personal experience as an international student?

Knowledge of the U.S.A.

- How would you rate your company's knowledge of the U.S. education system?
- Students entering the United States for study purposes must comply with immigration requirements. What systems do you have to assist students with travel, immigration and other documentation?
- How would you rate your knowledge of eastern West Virginia that borders on the states of Maryland, Pennsylvania and Virginia?

Additional comments/information

Please attach any further information that will help us to get to know your company.

References

Endorsements and reference checks are important parts of our assessment process. Please list 3 U.S. university references we can contact, including the institution name, contact person, email address and phone number.

Please return this form and supporting materials to:

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