

## Agent Application Form

The purpose of this form is to assist **North Shore Language School** to appoint agents to recruit international fee paying students.

### Business Information

Name of Company/Agency:

Name of Owner(s):

Street Address:

Postal Address (if different from above):

Telephone:

Email:

Website:

Number of staff employed:

Are all student applications lodged through your office: Yes  No

### 1. Experience:

Date agency established:

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List main business activities:

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Which countries and regions do you intend to recruit for?

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Number of students recruited last year:

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List all services provided to students:

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What checks are employed to ensure students meet entry criteria?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2. Marketing Experience:

Name all local representatives:

\_\_\_\_\_

Do you have knowledge of NSLS requirements? Yes  No

What information service do you provide to students about life and study in New Zealand?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you advertise and recruit?

\_\_\_\_\_

How would you promote the institute?

\_\_\_\_\_

## 3. Referee (Please provide details of one business referee whom we might contact)

Name:

Name of Organisation (if relevant):

Street Address:

Postal Address (if different from above):

Telephone:

Email:

**Please read the following declaration carefully and then sign at the bottom, indicating that you understand and accept it.**

**I confirm that my company/agency/organisation wishes to be considered as an agent for the North Shore Language School. I authorise NSLS to carry out checks as necessary to verify the details I have supplied above to assure NSLS of the standing of my company/organisation/agency:**

**Name:** \_\_\_\_\_ **Position in Company:** \_\_\_\_\_

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please scan this application form to [education.nsls@xtra.co.nz](mailto:education.nsls@xtra.co.nz), or post to 122 Wairau Road Glenfield, Auckland, New Zealand, 0627.**

**Thank you for your application, we will respond to you as soon as possible. 😊**

NSLS

## Reference Check for Agent

Date:	Name of Referee:
Name of Agent:	Organisation:
Country of Agent:	Role in Organisation:

1. How long have you worked with this agent?
2. How well does the agent complete your admin procedures?
3. Have you had any issues with students the agent has sent to you?
4. Does this agent have an appropriate understanding of international education especially as it relates to NZ?
5. Does this agent assist with any issues arising after the student has commenced their course?
6. Would you recommend this agent?