



Agent Application Form Rev 1

Thank you for your application to act as an education partner agent for UniHaven College. To consider your application, we would be grateful if you could complete the following details and return this form to us.

This form is to be used to gather information about companies who are interested in representing UniHaven College as educational advisors to potential students seeking entry into programmes we offer.

Completed forms will be filed by our agent enquiries team. If an opportunity for representation in your area arises, the details on this form will be given consideration and if you are successful in your application, the agent enquiries will contact you to discuss continuing with the vetting procedure.

NB: You will only be contacted if we wish to pursue your application.

Please complete this form with as much information as possible to support your application.

Company Details

| | |
|--|--|
| 1. Family Name | |
| 2. Given Names | |
| 3. Main contact name for the agent enquiries team (if different from above). | |
| 4. Company Name | |
| 5. Company Address | |
| 6. Company Registration Number | |
| 7. Telephone Number(s) | |
| 8. Mobile Number(s) | |
| 9. Fax Number(s) | |
| 10. Email Address(es) | |
| 11. Website Address | |



Details of current company activities

| | | |
|---|--|-----------------------------|
| 1. Which geographical areas do you wish to represent UniHaven in? | | |
| 2. How many years you have worked as an agent? | | |
| 3. Have you got government authorisation (if required)? | Yes <input type="checkbox"/> Number: | No <input type="checkbox"/> |
| 4. Have you completed any agents training programme? If yes, please specify. | Yes <input type="checkbox"/> Date: Name: | No <input type="checkbox"/> |
| 5. Are you a member of any national agents' organisations e.g., TIECA, CIECA, TOSA? | Yes <input type="checkbox"/> Name(s) of organisation(s) | No <input type="checkbox"/> |
| 6. How many institutions do you currently recruit for? | | |
| 7. How many of these institutions are in Ireland or the UK? | | |
| 8. What is the administration or processing fee amount that you charge students? | | |
| 9. What is the usual rate of commission you expect? | | |



Details of students that you recruit

| | | |
|--|--|--|
| 1. How many students have you sent abroad in the past few years? | | |
| 2. What % of these have been to Ireland or the UK? | | |
| 3. What is the normal level of study that you recruit students for? | Undergraduate <input type="checkbox"/> | |
| | Postgraduate <input type="checkbox"/> | |
| | Foundation <input type="checkbox"/> | |
| | English courses <input type="checkbox"/> | |
| | Other <input type="checkbox"/> | |
| 4. Which programmes are your students most interested in? (please list the main subject areas) | 1 | |
| | 2 | |
| | 3 | |
| | 4 | |
| | 5 | |
| | 6 | |
| | 7 | |
| | 8 | |
| | 9 | |
| | 10 | |



References

If the enquiries team decides to pursue your application, your referees will be contacted and asked to give a reference. Only when both references have been returned, will we continue to process your application.

| | | |
|---|--------------------------|--|
| 1. Reference 1 – name and full address | | |
| | Name | |
| | Title / position | |
| | Organisation/Institution | |
| | Address | |
| | Email | |
| | Telephone number | |
| | Fax number | |
| 2. How many years have you worked with this person? | | |
| 3. Reference 2 – name and full address | | |
| | Name | |
| | Title / position | |
| | Organisation/Institution | |
| | Address | |
| | Email | |
| | Telephone number | |
| | Fax number | |
| 4. How many years have you worked with this person? | | |
| 5. I authorise you to contact the above referees | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Signature | | Date |



Further Information

To support your application, please give any additional information that you may think will be relevant to your work for UniHaven College on an attached sheet.

You may wish to include details of the structure of your company, details of how you assist your current students with their applications and the visa process, why you have chosen to represent the UniHaven, your business plans for the future etc. If you have your own company brochure, please also return this with your application.

Returning your application form

You can return this form initially by email to studywithus@unihaven.ie.

For office use only

| | | |
|---------------------------|--|------|
| Date received | | |
| Reference 1 requested | | |
| Reference 2 requested | | |
| Date Reference 1 received | | |
| Date Reference 2 received | | |
| Decision made | | Date |
| Territory | | |
| Contract Start Date | | |
| Contract End Date | | |

Signed:

Print Name:

Date: