

Agency Application Form

Please complete in **BLOCK CAPITALS**

Agency name: _____

Contact name: _____ Title: _____

Position in company: _____

License number: _____

Full address: _____

Postcode: _____

Telephone no: _____ Mobile no: _____

Fax: _____

Email address: _____

Website: _____

When was the agency established? _____

Who is the legal representative? _____

How many staff are employed by the agency? _____

Do you use sub-agents? _____

How many years have you been undertaking education recruitment work? _____

Have you undertaken any training regarding international recruitment? _____

Are you affiliated with any approved bodies for agents? Yes No (If yes please detail and provide copies of membership)

RECRUITMENT HISTORY AND REFERENCES

In the space below please provide details of colleges/universities in the UK that you have worked with in the past 3 years.

College/University name	Academic Year	Number of students recruited	Contact name

Do you recruit students from any other country? If so please provide details below.

Institution name and country	Academic Year	Number of students recruited	Contact name

CONTINUED...



Please give the names and addresses of 2 referees, for whom you have actively recruited students in the last 12 months. These should be colleges or universities based in the UK.

Name:	Name:
Position:	Position:
Address:	Address:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:
Number of students recruited:	Number of students recruited:

DOCUMENT CHECKLIST

Please provide us with copies of the following documents:

- Business profile
- Business registration licence
- Marketing plan
- Proposal of work (including details of why you want to work with SCCB, examples of current recruitment successes with other colleges or universities, including details of visa refusal rates)

Signed:	Name:
On behalf of:	Date:

Completed forms and attachments should be returned via email to the International Office at South & City College Birmingham: **international@sccb.ac.uk**