

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:  
**omar.khan@sccb.ac.uk**