Questionnaire for Agents

**COMPANY INFORMATION**

**Company/Organisation Name:**

**Contact Name:**

**Position in organisation:**

**Based in (country):**

**Year of Foundation:**

**Legal status of the company:**

**Is education counselling the main area of business? YES/NO (If NO, detail)**

**Any professional associations/memberships i.e. British Council**

**Number of staff that have direct experience of UK Education:**

**Number of staff that have participated in British Council/Education UK, or other appropriate professional training:**

**RECRUITMENT**

**Does your agency recruit students from more than one market? YES/NO (If yes, detail)**

**Does your agency recruit/counsel for any country in addition to the UK? YES/NO (If yes, detail).**

**Universities/Colleges in the UK that the agency has recruitment agreements with:**

**Number of students placed in UK institutions within the last 12 months:**

**Of the number of students placed in UK institutions, how many were:**

English Language\_\_\_\_ NQF Level 3\_\_\_NQF Level 5\_\_\_NQF Level 6\_\_\_ (undergraduate)

NQF Level 7\_\_\_ (postgraduate)

**Subject areas recruited for:**

**Details of the application/counselling process:**

**Security measures taken to ensure legitimate certificates, bank statements, etc:**

**Support you offer for students e.g. accommodation, flight bookings**

**MARKETING**

**Will the agency require promotional material e.g. prospectuses?**

**Marketing activity that the agency can undertake on behalf of the College e.g. newspaper adverts/website promotion/Facebook/TV/Radio**

**Will the agency arrange spot admissions in-country?**

**Will the agency be willing to visit the College in the UK?**

**VISAS**

**Does the agency assist students with the visa application process?**

**In the event of a visa refusal, does the agency provide guidance on the Administrative Review process?**

**In the last 12 months:**

**Students who applied for a Tier 4 visa\_\_\_\_**

**Students who were awarded a Tier 4 visa \_\_\_\_**

**Students who were refused a Tier 4 visa\_\_\_**

**Where appropriate, does the agency advise the Short-Term Study Visa route? YES/NO**

**Students who applied for a Short-Term Study Visa\_\_\_**

**Students who were awarded a Short-Term Study Visa\_\_\_**

**Students who were refused a Short-Term Study Visa\_\_\_\_**

**COMMISSION**

**Commission expected by the agent\_\_\_\_%**

**REFERENCES (preferably 2)**