



## Education agent application form

Please accurately complete all sections of this application form to avoid delay in your application to become an education agent for Trinity College Dublin, the University of Dublin.

### Section one: Organisational information

1.1 Name of your organisation	<input type="text"/>
1.2 Registered company name	<input type="text"/>
1.3 Trading name	<input type="text"/>
1.4 Name of owner of the company	<input type="text"/>
1.5 Name of Chief Executive	<input type="text"/>
1.6 Name of contact person	<input type="text"/>
1.7 Head office address	<input type="text"/> <input type="text"/> <input type="text"/>
1.8 Telephone number	<input type="text"/>
1.9 Fax number	<input type="text"/>
1.10 Email address	<input type="text"/>
1.11 Website	<input type="text"/>

### Section two: Organisation practices

2.1 Are you accredited to act as an education agent in your country? **Yes**  **No**

If you have answered yes to the above question, please provide details below

2.2 In which year did your company first start operations as an education agent?

2.3 Is your company involved in any additional activities? **Yes**  **No**

If you have answered yes to the above question please elaborate below

2.4 How many of your staff are engaged in full time education consulting?

2.5 Do any of your members of staff hold country specific training certifications? **Yes**  **No**

If you have answered yes to the questions above please provide details below

2.6 At which education level do you currently recruit students? Please indicate below

High School  Undergraduate  Post Graduate Degree  English language

Foundation

2.7 Please list location of student counselling and recruitment branches below:

<i>Branch name</i>	<i>Location</i>	<i>Contact person</i>

2.8 Do you employ other companies to recruit students on your behalf? **Yes**  **No**

If you have answered yes to the above question, please complete the table below

<i>Company name</i>	<i>Location</i>	<i>Contact person</i>

**Section 3: Student recruitment practices**

3.1 Do your students pay your organisation a fee for your services? **Yes**  **No**

If you have answered yes to the above question please provide specify the amount and currency

3.2 Does your organisation hold promotional events? **Yes**  **No**

If you have answered yes to the above question, please elaborate below

<i>Location of event</i>	<i>Event date</i>	<i>Name of institutions who attended</i>

3.3 Please provide details of two recent educational promotional events that your organisation has taken part in (include event name, venue and date of event)

<i>Event 1</i>	<i>Event 2</i>

3.4 Please detail the channels of student recruitment that your organisation utilises?

<i>Channel one</i>	<i>Channel two</i>	<i>Channel three</i>	<i>Chanel four</i>

3.5 Do you have any links with high schools or institutions in your region?

If you have answered yes to the question above, please detail information on your links below

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**Section 4: Organisation partnerships**

4.1 How many students does your company enrol in educational institutions each year?

4.2 Do you currently recruit students to study in Ireland? **Yes**  **No**

If you have answered yes to the question above, please detail information on the institutions that you currently work with

<i>Name of institution</i>	<i>Duration of relationship</i>

4.3 How many students did your organisation send to Ireland & UK last year?

4.4 Please detail any prestigious universities that you currently work with from around the world

<i>Name of institution</i>	<i>Duration of relationship</i>

4.5 Please indicate below the countries you wish to recruit from to study at Trinity College Dublin.

1.	2.
3.	4.
5.	6.

## Section 5: References

5.1 Please provide details of three referees from high-ranking Universities that you currently represent:

### *Reference one*

University	
Contact Name	
Address	
Telephone	
Email	

### *Reference two*

University	
Contact Name	
Address	
Telephone	
Email	

### *Reference three*

University	
Contact Name	
Address	
Telephone	
Email	

## Section 6: Declaration

*Please read the declaration below:*

I confirm that I have all the necessary registrations, accreditations and permissions to act as an education agent in the countries which I have nominated, and understand that I must notify Trinity College Dublin, the University of Dublin of any changes that may occur in the registration status of my agency. I undertake that the information provided in this application is a true and accurate record as to the operation of the educational agency I represent.

Name:

Position:

### For Office use only:

Received by	
Date	
Territory	
Term	
Level	