

## Questions on the application to become an official agent partner for The University of Akron.

Please complete our online application form to be considered as an agent partner. We regret that the online form cannot be saved while you are in process of completing it: here is a list of the questions we ask on the form so you can review in advance.

*Anything marked with an asterisk (\*) is required. All other fields are optional.*

### Part 1: Information about your company:

- What is the official name of your company/agency? \*
- What is the address of your headquarters? \*
- Do you have branch office(s) in addition to your headquarters? \*
  - Please list them, along with their phone numbers, emails, and websites as appropriate
- What is your website? \*
- Please list the countries where you are authorized to provide services \*
  - Please provide a list of your legal authorizations to operate in these countries. This would include business licenses, permits to operate, and professional certifications etc. Please list the authorizations here and also email copies to [nkille@uakron.edu](mailto:nkille@uakron.edu). The documents do not need to be translated into English.
- How long have you been in business as an education agency? \*
- Are you a member of the American International Recruitment Council (AIRC) \*
- Is your agency certified by AIRC?
  - In which month and year did you receive certification?
- Are you a member of any regional, national, or international professional organizations (ICEF, NAFSA etc) \*
  - Which ones?

### Part 2: Services offered by your agency

- Which services do you provide to students/families? Please select all that apply \*  
Student counseling/advising; collecting fees; English language testing; visa application/guidance; pre-departure briefing; other (please describe below)
- Does your company work with sub agents? \* (if yes, you may be asked to provide additional information at a later date)
- How many students did you send abroad last year?
- How many of these were to the USA?
- Typically, what is the percentage breakdown of ESL / undergraduate / graduate students you send abroad each year?
- How many US institutions are you contracted with?

### Part 3: Information about the agency owner/CEO/President

- Owner/CEO/president's name \*
- Their official title \*
- Their email address (this will not be made public) \*
- Their phone number (this will not be made public) \*

### Part 4: Information about your team

- How many staff/counselors do you have?
- Please describe your staff: what is their average education, experience, certifications?

- How is your staff compensated? Please select all that apply  
Salary; commission; hourly; success bonus
- Of these staff/counselors, how many are focused on the US market?
- Who will be our main point of contact with your agency? \* (first name, LAST name)
- What is their email address? \*
- What is their phone number? \*

#### Part 5: References

- Please provide at least three (3) professional references from U.S. colleges or universities that you are currently working with.  
NOTE: If you are AIRC certified, we require only two additional references from other institutions. If you wish to provide more, please do. \*
- For each institution, please provide:
  - Institution name \*
  - Reference name: (First/LAST) \*
  - Reference email address \*
  - Reference phone number \*
- You may provide additional references from non-U.S. universities if you wish. For each non-US institution, please provide: the institution name, the full name (first, LAST), and contact information (email and phone) of a reference.
- You may also provide additional references from students and/or families, if you wish. For each student or family, please provide the full name of the reference (first, LAST) and email address, and the name of the institution where the student was placed.

#### Section 6: Other Information

- How did you hear of The University of Akron, and why do you want to represent us? \*
- What are the best selling points of The University of Akron in your market?
- Write a short paragraph of less than 500 words to introduce your agency.
- Is there any past or pending litigation, or regulatory investigations, or other proceedings with respect to your recruitment services in any country?
  - Please explain
- Is there anything else we need to know about your agency while considering your application? If you have client surveys, student satisfaction data, or agency brochures etc that you would like to share with us, please list them here or send them via email to [nkille@uakron.edu](mailto:nkille@uakron.edu)

#### Section 7: Signatures

- In order to become one of our agents, you must agree to the following: \*  
I have read the American International Recruitment Council's (AIRC) standards for agents and the National Association for College Admission Counseling's (NACAC) guide to ethical practices.  
I understand and agree to these guidelines.  
I agree to abide by these guidelines and understand that The University of Akron may terminate its relationship with any agent or agency that has violated these guidelines.  
<https://www.airc-education.org/standards-and-resources-landing>  
<https://www.nacacnet.org/commissioned-agents-and-nacacs-guide-to-ethical-practice-series/>
- Name of person electronically agreeing to the above statement \*
- Name of agency agreeing to the above statement \*
- Date electronically signed \*
- Do you have any questions for us?