



## Agent Application

Please provide the following information so that we may better serve your needs.

Name and Title of Agent:	
Company Name:	
Address Line 1:	
Line 2:	
City:	
State/Province:	
Postal Code:	
Country:	
Phone:	
Fax:	
E-Mail:	
Website:	

Please tell us about your company:

1. Your company is a:

- Corporation
- Self-Proprietorship
- Government Agency
- Non-Profit Organization

2. What year was your company established? \_\_\_\_\_

3. How many employees work in your organization?

- 1-5                       6-10                       10+

4. Is your company licensed by your government? Yes  No  N/A

5. Do you belong to any associations? \_\_\_\_\_

6. How do you promote your services?

- |   |  |
|---|--|
| <input type="checkbox"/> Newspaper/Magazine ads | <input type="checkbox"/> Presentations |
| <input type="checkbox"/> Information Libraries  | <input type="checkbox"/> Brochures     |
| <input type="checkbox"/> Schools                | <input type="checkbox"/> Fairs         |
| <input type="checkbox"/> Posters                | <input type="checkbox"/> Direct Mail   |
| <input type="checkbox"/> Internet Web Page      | <input type="checkbox"/> Other: _____  |

7. Do you work with government agencies or schools in your country? If yes, please list:

- a.
- b.
- c.
- d.

8. What types of clients are you targeting?

- Universities
- Travelers
- Professionals
- Companies

9. What countries or regions are you recruiting students from? Please list.

- a.
- b.
- c.
- d.

10. What types of programs are you targeting?

- Intensive English
- Business English
- Other Areas of Interest \_\_\_\_\_
- Custom Language Program \_\_\_\_\_
- Other \_\_\_\_\_

11. What services do you provide your students?

- Visa Assistance
- Air Tickets
- Pre-Departure Orientation
- Other: \_\_\_\_\_

12. Please check which fees you collect from students:

- Application fee
- Tuition
- Housing fees
- Student fees
- Insurance
- None

13. Do you charge students for counseling?

- Yes, amount: \$ \_\_\_\_\_  No

14. Approximately how many students do you counsel a year? \_\_\_\_\_

15. Does your staff attend the NAFSA or TESOL annual conferences?

16. Is your company a member of NAFSA: Association of International

Educators?  Yes  No

17. How many students have you placed in the U.S. in the past year? \_\_\_\_\_

18. What kinds of students do you typically send to the U.S.?

- Individuals
- Groups
- Executives
- Special Interest

19. Please list the names and e-mail addresses of three individuals at academic institutions (preferably US-based) who you have sent students to in the past year. May we contact them for a recommendation?

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**Please tell us how we can be of assistance to you:**

20. How many brochures would you like to receive?

- 1
- 5
- 10
- 25
- Other: \_\_\_\_\_

**Please Read and Sign Page 4**

# NAFSA's Statement of Ethical Principles

## **Integrity**

We will manifest the highest level of integrity in all our professional undertakings, dealing with others honestly and fairly, abiding by our commitments, and always acting in a manner that merits the trust and confidence others have placed in us.

## **Respect for the Law**

We will follow all applicable laws and regulations and carefully and reflectively advise students and scholars regarding those laws and regulations. We will seek out appropriate guidance and advice when regulations appear contradictory, ambiguous, or confusing or when a situation is beyond our role or competency.

## **Quality**

We will strive constantly to provide high quality and educationally valuable programs and services. We regularly will evaluate and review our work in order to improve those programs and services and will seek out and adopt exemplary practices.

## **Competence**

We will undertake our work with the highest levels of competence and professionalism, regularly seeking and acquiring the training and knowledge necessary to do so. Our commitment to professional competence will extend to exercising thorough oversight of external programs and placements. Through careful planning and the development and implementation of appropriate policies, we will do our utmost to ensure the safety, security, and success of students, staff, faculty, and scholars.

## **Diversity**

In both word and deed we will respect the dignity and worth of all people and be properly attentive and responsive to the beliefs and cultural commitments of others. In the planning, development, and implementation of programs and services we will engage respectfully with the diversity of peoples and perspectives. We will strive to ensure that our programs reflect the diversity of our institutions and their educational goals.

## **Transparency**

We will demonstrate the appropriate level of transparency in dealings with individuals and organizations. In collaborations with other institutions and individuals we will proceed on the bases of equality and mutuality. Transactions with external providers of programs and services will be conducted professionally, always keeping the welfare of students foremost, and disclosing any potential conflicts of interests. We will provide faculty, staff, students, and scholars with the information they need to make good decisions about program participation and to facilitate their adjustment to the locales and cultures where they will study or work.

## **Access**

In planning, developing, and implementing our programs we will strive to ensure that they are accessible to all qualified individuals, doing our utmost to guarantee that international education is available to all who desire it and can benefit from it.

## **Responsiveness**

We will maintain open and readily accessible communication with individuals in our programs and services and with our institutional partners. This includes providing students with the appropriate level of support based on age, experience, language ability, and placement.

Holding these principles constantly in mind, we will work to extend and improve international education in all its forms and at all levels, including advocating for programs, policies, regulations, and laws that reflect these principles. Additionally, we will work aggressively for the realization of these principles in our personal and professional conduct, throughout our institutions, and in organizations with which we affiliate.

**I hereby agree that I have provided accurate information, and I have read and will follow the NAFSA's Statement of Ethics and Principles.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_