



AGENT APPLICATION

Application to become an official representative of the University of Wollongong in Dubai (UOWD)

COMPANY DETAILS

Company Name: _____

Is your bank account under the company name? YES NO

If No, please provide the bank account beneficiary name as this will have to be mentioned in the agency agreement:

Main Office Address: _____

Postal/Street Address: _____

Phone Number with Country Code: _____

Email: _____

Website: _____

Name of Principal/Owner _____

COMPANY EXPERIENCE AS AN EDUCATIONAL INSTITUTION REPRESENTATIVE ORGANISATION

Years of operation as an educational institute agent: _____

Any other business activities: _____

Links with Secondary Schools:

Yes give details _____

No

Links with Tertiary Institutions:

Yes give details _____

No

Any other networks and associations: _____

DETAILS OF OWNER/MANAGER OF THE COMPANY

Name: _____

Qualification(s) (if any) including institution and country of study: _____

Experience as an international educational institution representative including years of experience and relevant training: _____



Does the owner/manager have any criminal record?

No Yes give details _____

Has the owner/manager ever filed for bankruptcy?

No Yes give details _____

REPRESENTATION OF OTHER EDUCATIONAL INSTITUTIONS

Name of institution and country	Length of Representation (in years)	Number of students placed last year	Contact person at the institution and email address*

* Do you give permission for the University of Wollongong in Dubai to obtain a reference from the contact people listed above? Yes No

RECRUITMENT OF STUDENTS

Areas of specialisation if any (for example English language, undergraduate, postgraduate) _____

Methods used in recruiting students: _____

Educational exhibitions Yes No give details _____

Interview sessions Yes No give details _____

School visits Yes No give details _____

Advertising Yes No give details _____

On-line information Yes No give details _____

Other _____

Countries in which you have established offices and license to operate as an agency: _____

How will the University of Wollongong in Dubai be promoted?

STUDENT SERVICES AND CHARGES

What services are provided to the students?

Assistance with Visa applications	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Assistance with travel arrangements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Assistance with English tests preparation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

What charges will be levied on the students? _____

REASONS TO REPRESENT THE UNIVERSITY OF WOLLONGONG IN DUBAI

Please provide a brief summary on why you wish to represent the University of Wollongong in Dubai.

I, _____, certify that the information provided in this application is accurate. I understand that the University of Wollongong in Dubai is under no obligation to appoint me as an official representative of the University. I also understand that my appointment as a representative is subject to the negotiation of an official agreement between me and the University of Wollongong in Dubai.

Signed: _____

Date: _____

Please complete in full and return by email to the Coordinator, International Marketing or your known contact person at UOWD. Please attach a copy of your company license or registration certificate.

The University will assess your application and notify you of the outcome by email.