



**UNIVERSITY OF THE  
COMMONWEALTH  
CARIBBEAN (UCC)**

*Fostering Leadership & Innovation*

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## **INTERNATIONAL AGENCY/AGENT QUESTIONNAIRE**

Thank you for your interest in recruiting international students for the University of the Commonwealth Caribbean (UCC). Before proceeding with your request, we'd like you to complete this application/questionnaire.

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### **COMPANY INFORMATION**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Mission Statement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vision Statement

\_\_\_\_\_  
\_\_\_\_\_

Background Information (of Principal/Owner)

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Year Agency Established

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Proof of Business License/Certifications (to be attached)

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Membership in Professional Associations

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

Agency Staffing (Please indicate number of staff, their primary responsibilities, professional experience, educational background and training)

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Do you use sub-agents as part of your recruitment strategy?

Yes \_\_\_\_\_ No \_\_\_\_\_

If sub-agents are used, please supply the following information:

Number of Sub-Agents: \_\_\_\_\_

Name of Sub-Agent: \_\_\_\_\_

Address of Sub-Agent: \_\_\_\_\_

(Please submit an attachment of all the names and addresses of sub-agents)

How do you ensure ongoing training of your Sub-Agents?

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Do you offer any additional business service (e.g. visa services)?

Yes \_\_\_\_ No \_\_\_\_ If yes, please state:

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### **STUDENT SERVICES**

Check the services you provide students:

- Application assistance
- Advisement
- Translation Services
- Student Visa Application Assistance
- English Language Test Preparation

Other:

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Number of students sent abroad in the last 12 months and the countries in which they are studying:

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Name the methods used to promote your services to prospective students (include copies of or links to promotional material):

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What methods are used to determine the readiness of the prospective students?

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**INSTITUTIONAL PARTNERSHIPS**

List your current partner schools:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

Name the type of institution or academic level/programme for which you recruit (e.g. ESL, undergraduate, graduate etc):

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State reason(s) you want to partner with/recruit for the University College of the Caribbean:

- a. \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL REFERENCES**

**(Name three; at least 2 must be directly employed by a recognised school, college or university)**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

**STUDENT/PARENT REFERENCES**

(Name at least two references from international students and/or parents with whom you have worked.)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

*Thank you for completing our questionnaire. Please remember  
to include all attachments when submitting.*

**-END-**