



Part I. Information about the agent

1. The agency	
1.1. Company/Agency Official Name:	
1.2. Owner/CEO/President First Name:	1.3. Last Name:
1.4. Email Address:	1.5. Phone Number:
2. Point of Contact/US Client Manager	
2.1. First Name:	2.2. Last Name:
2.3. Title:	
2.4. Email Address:	2.5. Phone Number:
3. Headquarter	
3.1. Office Phone Number:	3.2. Country:
3.3. Street Address:	
3.4. City:	3.5. State:
3.6. Postal Code:	3.7. Website:
4. Please provide addresses all your branch office(s), including country(ies) below (if applicable).	

Part II. General Questions

5. How long have you been in business as an education agency?
6. If your company is involved with any other business, please describe it below briefly.
7. What is the organizational structure of your company?
8. How many staff/counselors do you have?
9. How many of these are focused on the U.S. market?
10. Please describe your marketing and recruitment strategy.
11. What is your market scope (cities/countries)?



12. Are you a member of any regional, national, or international professional organizations (e.g., [ICEF](#) or [AIRC](#))? Yes , No . If yes, please list the name(s) of the organization(s):

13. If your agency is certified by the American International Recruitment Council ([AIRC](#)), please indicate the date you first receive the certification:

14. Which services do you provide to students/families? Student counseling/advising , English testing , Visa application/guidance , Pre-departure briefing , Other . If other, please provide the information below.

15. How many students did you send abroad last year?

16. Of these, how many were sent to the United States?

17. How many students do you expect to send to [Southern Illinois University, Carbondale \(SIU\)](#)?

18. What is the percentage breakdown of non-degree seeking, undergraduate, and graduate students you expect to send to SIU next year?

19. How many U.S. institutions are you contracted with?

20. Please email a copy of your business license to TSchiff@siu.edu. If you have any client surveys, student satisfaction data, or agency brochures, you may also share them with us.

Part III. References (not for renewal)

21. Institution one

21.1. Name of Institution:

21.2. Contact's first and last name:

21.3. Contact's email address:

21.4. Contact's phone number:

22. Institution two

22.1. Name of Institution:

22.2. Contact's first and last name:

22.3. Contact's email address:

22.4. Contact's phone number:

23. Institution three

23.1. Name of Institution:

23.2. Contact's first and last name:

23.3. Contact's email address:

23.4. Contact's phone number:

Part IV. Name and Date

24. Your name:

25. Your title:

26. Your email address:

27. Today's date: