Education Recruitment Agency Application Form

Thank you for your interest in applying to be an education recruitment agency for non-degree programs at Columbia University School of Professional Studies (SPS).    
  
To ensure consistency of review standards, quality, and focus on positive student outcomes, SPS will select agencies in accordance with best practices articulated by the National Association for College and Admission Counseling (NACAC) in the Commissioned Agents and NACAC’s Code of Ethics Series and University policy on service providers.  
  
The Education Recruitment Agency Review Committee will engage in quality assurance by maintaining a preference for agencies which are members in good standing of organizations aimed at agent quality assurance (*e.g.*, AIRC, ICEF) and evaluate potential agency partners through the following means:

**1. Application:** completion of this electronic form

**2.** **References:** three professional references, at least two of which are universities with top accreditation.

**3.** **Interview:** in-person campus visit preferred

**4. Contract Acknowledgment:** See the evaluation factors and process in the RFP for more information.  
  
Please answer the following questions accurately and completely.

**Company Information**

Q1 Name of education recruitment agency:

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Q2 Contact's last name:

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

Q3 Contact's first name:

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

Q4 Address of headquarters:

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

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Q5 Additional office locations (provide full addresses):

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

Q6 Telephone number(s):

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Q7 E-mail address:

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

Q8 Website URL:

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

Q9 Mission and values statement (including statement about business practices):

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

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Q10 Describe any and all affiliations with Columbia University:

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

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Q11 Year agency was established:

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Q12 Do you run any other businesses, *e.g.*, immigration consultancy, or have any partnership or affiliation with external businesses? If yes, please describe in detail.

* Yes (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No (2)

Q13 Do you work with sub-agents:

* Yes (1)
* No (2)

Skip To: Q15 if the answer is No

Q14 Please provide the names and addresses of all sub-agents, the nature of work performed (*e.g.*, student advisement, application assistance), and the process used to ensure the ongoing training and consistency of representation by your sub-agents:

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

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Q15 Certifications, country-specific licenses, membership in relevant professional associations:

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Q16 Number of agency staff:

* 1-10 (2)
* 11-20 (4)
* 21-30 (5)
* 31-40 (6)
* 41-50 (7)
* 51 or above (please specify) (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q17 Method of staff compensation (check all that apply):

* Fixed salary (1)
* Commission (2)
* Bonuses (3)
* Other (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q18 Method in which your staff or external contractors work with admission documents (please check all that apply):

* Staff complete the application form on behalf of the student. (2)
* Staff serve as “writers” of application materials, for example, personal essays and recommendation letters. (1)
* Staff communicate directly with the university on behalf of the student. (3)
* Other (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q19 Have you or your company ever been involved in litigation or cited for unprofessional activity? If yes, please describe in detail.

* Yes (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No (2)

Q20 **Student Services**

Q21 Type of services you provide to students (please check all that apply):

* Advisement (1)
* Application assistance (2)
* Translation services (4)
* English language or test preparation courses (5)
* Academic counseling (9)
* Visa application assistance (6)
* Travel and logistics support (7)
* Other (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q22 Please specify the fees charged for each of these services.

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Q23 Are all students charged the same fees? If not, please explain.

* Yes (1)
* No (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q24 Manner in which fees are disclosed to students and parents (check all that apply):

* Website (1)
* Printed fee sheet (2)
* Other (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q25 Please specify the nature of the contractual agreement with students who use the agency’s services (check all that apply):

* Guaranteed acceptance into a university (2)
* Allocation of enrollment seats at a university for agency-referred students (1)
* Refund if not admitted to a university (3)

Q26 Please list your quality standards for prospective students:

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Q27 Please disclose how your agency publicizes the names of the universities with whom you partner:

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

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Q28 Number of students assisted/sent abroad in the last 12 months and the countries in which they are studying:

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

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Q29 Total number of applications the agency handled last year:

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Q30 Number of successful applications handled last year:

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Q31 Number of students placed last year that have a TOEFL score of 100 or higher:

* under 50 (1)
* 51-100 (3)
* 101-150 (4)
* 151-200 (5)
* 201 or more (6)

Q32 Tuition range (lowest and highest) for the programs you represent (for example $5,000-10,000 per semester):

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

Q33 Methods used to promote the agency’s services to prospective students (please check all that apply, provide details next to each category and attach copies of or links to promotional materials):

* Social media (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* University information sessions (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Conferences (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Education Fairs (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q34 **Institutional Partnerships**

Q35 List your current partner universities:

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Q36 Type of institution or academic level/program for which you recruit (please check all that apply) and the number of students you send to each program annually:

* Undergraduate Degree (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Graduate Degree (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Certifications (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Semester/Year Abroad (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Summer Sessions (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* High School Programs (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ESL (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q37 Any expectations or requirements of the education recruitment agency's institutional partners:

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Q38 Estimated number of students agency can place at Columbia SPS annually:

* 10-25 (4)
* 26-50 (5)
* 51-100 (6)
* Over 100 (7)

Q39 **Professional References**

Q40 Please provide three professional references with contact information, including at least two references currently employed by universities with top accreditation:

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

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Q41 **Statement of Principles of Good Practice: NACAC’s Code of Ethics and Professional Practices**

Q42 By signing below, you acknowledge understanding of and alignment with Columbia University SPS' goal of attracting highly qualified students from top universities. Your signature also verifies review of and commitment to comply with the NACAC’s Code of Ethics and Professional Practices as articulated in:  https://www.nacacnet.org/knowledge-center/international/Commisioned\_agent\_series/.  Your signature certifies that the information provided in this application is factually true and honestly presented. Please note that concealment of facts or untruthful statements may result in withdrawal of your education recruitment agency application without review.

Q43 Attach any supplemental materials here.  
\*recommended