

Recruitment Agent Application

Please send the following to the Niagara Catholic International Education Division:

- Completed *Recruitment Agent Application* (page 2 and 3)
- A copy of the Agency's Business License or Registration
- Agency's Study Abroad License from China (**if applicable**)
- References from two (2) educational institutions in Canada

By Email: international@ncdsb.com

By Fax: +1-905-682-1219

By Mail: **Niagara Catholic District School Board**
C/O International Education Office
145 Niagara Street, St. Catharines
ON L2R 4L7
Canada



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

For more information, please contact us!

Phone: +1-905-682-3360

Email: international@ncdsb.com

Website: www.niagaracatholicinternational.ca

Recruitment Agent Contact Information

Company Name: _____

Prefix: Mr. Mrs. Miss Ms. Other: _____ Position: _____

Last Name: _____ First Name: _____

Full Street Address: _____

City: _____ Province: _____

Country: _____ Postal Code: _____ Phone: _____

Email: _____ Alt Phone: _____

Website: _____ Fax: _____

Recruitment Agent Profile

Year Agency Established: _____ # of Staff: _____ # of Offices: _____

Location of Offices: _____
Cities and Countries

Which Cities/Countries will your Agency be recruiting students from?

Does the Agency have a Business Licence or Registration in Canada? Yes No What city: _____

Does the Agency have a Business Licence outside Canada? Yes No What country: _____

If the Agency recruits from/in China, does the Agency have a Study Abroad Licence from the National Government? Yes No N/A

If the Agency recruits from China, and the Agency does not have a Study Abroad Licence from the National Government, does it work with agents who do? Yes No N/A

List any memberships or industry related associations or organizations your Agency belongs to:

Recruitment Agent Profile continued....

Does the Agency carry liability insurance effective in Canada or the Agency's home country?

In Canada: Yes No If yes, amount in CAD \$: _____

In home country: Yes No If yes, amount in CAD \$: _____

Which Canadian School Districts does your agency place students in? _____

Number of Student the Agency recruited to Canada last year? Total: _____

Elementary: _____ Secondary: _____ Short-Term Programs: _____

How many students do you hope to recruit to Niagara CDSB next year? Total: _____

Elementary: _____ Secondary: _____ Short-Term Programs: _____

Recruitment Agent Services Provided to Students and Families — Please check any that apply

<input type="checkbox"/> School document translation e.g. report cards	<input type="checkbox"/> TOEFL preparation services
<input type="checkbox"/> Information and counselling for parents and students	<input type="checkbox"/> Pre-departure orientation
<input type="checkbox"/> Written translation of school entry and diploma requirements	<input type="checkbox"/> Travel and medical insurance
<input type="checkbox"/> Canadian Study Permit and Visa application assistance	<input type="checkbox"/> Travel arrangements
<input type="checkbox"/> Ongoing support services for students in Canada	<input type="checkbox"/> Other—Please describe below:

I declare that the information provided on this form is true and accurate.

Signature: _____ Date: _____

Print Name and Title: _____