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CATHOLIC DISTRICT SCHOOL
BOARD OF EASTERN ONTARIO

International Education Program

385 Hwy 29
Smiths Falls, Ontario K7A 4W7
Canada

Phone: 1-613-903-4019 Fax: 1-613-283-5783

Email: international.education@cdsbeo.on.ca

AGENT APPLICATION FORM

Please complete in English. Print, Sign, Date and return to CDSBEO

Agency Information			
Agency Name:		Telephone:	Fax:
Mailing Address:			
Main Contact: <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.		Website URL:	
Surname:	Given Name:	Cell Number:	Email Address:
Owner of Company: <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.		Number of Years in Business:	Number of Staff:
Surname:	Given Name:	Telephone Number:	Email Address:
<p>Are you a registered education agency within your own country? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, Country Registered: _____</p> <p>Do you have Certification from the Ministry of Education in your country? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does your Agency represent other institutions/organizations in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify: _____</p> <p>How many students did you bring to Canada last year? _____ From which countries? _____</p> <p>What is the success rate of Canadian Study permit for your students in the last 12 months? _____</p> <p>How many students do you target to recruit for the Catholic District School Board of Eastern Ontario within 12 months? _____</p> <p>Are you a member of the Canadian Society of Immigration Consultants (CSIS)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you a member of a provincial or territorial law society? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

Services Provided to Students

- Visa Application & Processing
- Homestay Arrangements
- Documentation and Payments
- Application for Admissions
- Medical Insurance
- Travel Arrangements
- Other Services (please specify) _____

Promotional Activities (please list activities to recruit students)

Is your marketing and promotion Local Yes No or National Yes No

References (please provide 2 references from: School Board, University or College in Canada or outside Canada)

(Contact Name, Educational Institution, Title, Address, Telephone No. and E-mail)

1.

2.

Checklist

- Completed Application form.
- Company Profile.
- 2 Letters of References from other School Boards and/or Universities and/or Colleges.
- If a graduate of the Immigration Practitioner Certificate Program, a copy of your Certification.
- A copy of your resume, business cards, company brochures or promotional materials that you use to promote your services.
- A Copy of Business License and Registration documentation.
- For Agents recruiting in China: Interested Agents must have Certification from the China State Ministry of Education and a copy should be sent to the Catholic District School Board of Eastern Ontario.

How Did You Know About the Catholic District School Board of Eastern Ontario/CDSBEO?

- Internet Search
- Education Fair
- CDSBEO website
- Friend/Family
- Referral
- CEC Network
- Other _____

I certify that the information given above is correct.

Signature of Agent:

Date:

FOR CDSBEO OFFICE USE ONLY

Date Application was received: _____ Date of Approval: _____ Agent No: _____