

# INTERNATIONAL STUDENT RECRUITMENT

## APPLICATION TO REPRESENT CORK INSTITUTE OF TECHNOLOGY (CIT)

of Rossa Avenue, Bishopstown, Cork, Ireland

Please complete this application form in full and email it to Ms. Niamh Lynes at  
Niamh.lynes@cit.ie

1.	Name of Organisation	
2.	Registered Company Name	
3.	Trading Name	
4.	Name of Company Owner	
5.	Name of Chief Executive	
6.	Email of Chief Executive	
7.	Name of Contact Person	
8.	Email of Contact Person	
9.	Head Office Address	
10.	Head Office Telephone Number	
11.	Head Office Fax Number	
12.	Website Address	
13.	Details of Education Agent Accreditations held by your Organisation	
14.	Year of Commencement of Operations as an Education Agent/Representative	
15.	Details of other activities/lines of	

	business of your organisation e.g. language school, educational establishment, student loans etc.	
16.	Number of staff engaged as education consultants	
17.	Estimated number of students enrolled through your organisation per annum	
18.	Number of students enrolled through your organisation in (a) Ireland, (b) UK and (c) Europe in the last 12 months	(a) (b) (c)
19.	Which levels of international education do you primarily recruit for? For example: High School, Graduate, Postgraduate, English Language, Graduate Foundation	
20.	Please provide details of all of your branch offices here, that is, branch name, address and key contact person	
21.	Please provide details of all sub-contractors / sub-agencies / non-fulltime representatives here, if applicable. These should include business name, address and key contact person	
22.	Please provide details of all student/applicant fees charged by you.	

	Describe the nature of the service provided and the level of the associated fee.	
23.	List the nature and location of all promotional events hosted by your organisation in the past 12 months. List the key participants in these events.	
24.	List the promotional events in which your organisation has participated in the last 3 months.	
25.	Briefly describe your primary recruitment processes, for example, via radio advertising, newspaper promotion, education fairs etc.	
26.	Please describe any linkages that you maintain with colleges in your regions of activity	
27.	Please describe the extent of your current and past involvement with Irish university-level institutions.	
28.	Please provide the names, addresses, telephone numbers and email addresses of 2 university-level institutions that you currently represent and who may be contacted as referees for your business	

I declare that all of the information presented in this application is accurate and truthful. I confirm that I have all of the necessary registrations, accreditations and permissions to act as an education representative in all of the territories in which my organisation conducts its business. I commit to notifying Niamh Lynes of CIT in the event that any change to my organisation's status occurs in this context.

Signed:

Date:

Name:

For and on behalf of