



Agent Application Form

The following application form provides essential information to Ulster University when engaging with agents.

About you organisation

Organisation Name:	
Contact Name:	
Address:	
Telephone:	
Fax:	
Emails:	
Company website:	
Year established:	
Number of employees:	
Number of offices:	

1. Does your organisation comply with agency licensing arrangements in your country of representation? (If yes, please attach certificates)

Yes No

2. Have you attended any British Council or other training events in country?

Yes No Not applicable

3. Are you on a British Council list of agents for your country?

Yes No Not applicable

4. Which areas of education do you specialise in? (Tick all that are relevant)

- Undergraduate Postgraduate High Schools
- Foundation Short courses Professional courses
- English as a foreign language

5. Does your organisation offer any services other than education? If yes, please state below.

- Yes No

6. Please list the geographical areas you are active in:

7. Please list all office addresses, staff name and particular areas of responsibility

Address	Name of staff and job title	Responsibilities

8. What services do you provide for students? E.g. counselling, travel advice, immigration advice etc.

9. Are the above services chargeable? If yes, please state how much.

Yes No

10. What marketing services do you provide for client universities? E.e. arrange advertising, visit/coordinate visits to academic institutions, participate in recruitment fairs.

11. Do you currently work with any UK institutions? If yes, please state all institutions.

Yes No

12. How many study related enquiries did your office deal with in the last UK year?

13. Who are your key partners in the UK?

14. On average, how many of your students enrolled at UK institutes per month for:

Bachelor and Master programmes:

English Language programmes:

Professional qualification programmes:

Top-up programmes:

15. Do you currently work with an other institutions worldwide? If yes please state which countries.

16. Why do you want to add Ulster University to the portfolio of institutions that you represent?



17. How will you sell Ulster University in the regions that you represent?

18. What support will you require?

19. If you are based in the UK, please give details of the nationality of students you send as an approximate percentage: e.g. 60% Chinese, 20% Indian, 5% Vietnamese, 5% Other

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20. Please provide contact details of two institutions who you are currently working with;

Institution Name 1:	
Contact Name:	
Address:	
Telephone:	
Email:	

Institution Name 2:	
Contact Name:	
Address:	
Telephone:	
Email:	



21. Please include any additional information about your company that you feel is relevant to your application:

Targets

Please estimate the numbers that you will work towards for the following intakes at Ulster University:

Intake	Belfast	Coleraine	Jordanstown	Magee
January				
September/ October				

Note:

- We have a range of agents who deliver us differing student numbers depending on their size and the market in which they operate
- Please be realistic about what you think your particular market can deliver.
- The details of the courses running for each intake can be found at
- Please indicate in the comments box any information you think would be useful, such as
 - popular courses in your market
 - activities we should undertake with you

Please return the completed questionnaire electronically to: agents@ulster.ac.uk