



## CONSULTANT APPLICATION FORM

Please complete the information below, attach a copy of your valid Business Registration License/Permit with the form, and return to [international.education@sd23.bc.ca](mailto:international.education@sd23.bc.ca)

### Agent Profile

Registered Agency Name <small>(Full name must match official business registration permit)</small>	
Registered Agency Address	
State/Prov/Pref	
Country	
Postal Code	
Company Phone Number <small>(Add country and area code)</small>	
Company Website	
Social Media Channels <small>(Ex. Facebook, Instagram, YouTube)</small>	

### Primary Contact

First Name	
Last Name	
Company Role	
Email Address	
Alternative Contact Platforms <small>(Ex. WhatsApp, Line, Viber, Telegram)</small>	

### Signing Officer

First Name	
Last Name	
Company Role	
Email Address	

### Emergency Contact

Agency Hours <small>(Add time zone)</small>	
Contact Name <small>(if applicable)</small>	
Emergency Phone Number - after hours <small>(Add country and area code)</small>	
Emergency Email Address	
Comments	

## Agency Questions

How long has your company been operating for?	Years	Months
Which nationalities or countries do you primarily focus on for recruitment purposes? Note: Only provide the major student populations that your agency can confidently recruit or have established recruitment capabilities.		
What is the total number of offices and locations of the agency (if applicable)?		
Have you or any of your staff received any education in Canada? If yes, please provide details.		
How many students did you send overseas last year?		
Please specify the percentage of students and the countries you sent them to.		
Country		%
Country		%
Country		%
Country		%
How many staff are directly involved in counseling and communicating with students?		

## Student Service Questions

What programs did you send your students to? Specify the percentage of students in each level of education.		
% K-12		
% Language School (ESL)		
% Vocational/Trades/Diploma/Certificate/ Undergraduate/Post-graduate		
Please provide a list of the schools or institutions you currently have contracts with.		
K-12 schools in Canada	K-12 schools outside Canada	Canadian Language Schools (ESL)
Do you provide the following services to applicants? (Yes / No)		
Program/school selection and application		
Collecting all necessary documents and payments		
Application for study permits and VISA (if applicable)		
If yes, list success rate		
Pre-departure briefing		
Post-arrival services		
If yes, please specify		

## Other

Do you use social media for marketing purposes? If so, which platform?

How did you hear about Central Okanagan International Education (SD23)?

## References

Provide contact information for two references from the partnered institutions (preferably in Canada), to be used for a reference check.

Reference #1		
Name of school or institution		
Contact Person and Position		
Telephone <small>(country and area code)</small>		
Email Address		
Location <small>(city &amp; country)</small>		
Length of time you have known contact	Years	Months

Reference #2		
Name of school or institution		
Contact Person and Position		
Telephone <small>(country and area code)</small>		
Email Address		
Location <small>(city &amp; country)</small>		
Length of time you have known contact	Years	Months

Reference #3		
Name of school or institution		
Contact Person and Position		
Telephone <small>(country and area code)</small>		
Email Address		
Location <small>(city &amp; country)</small>		
Length of time you have known contact	Years	Months

## Declaration

I confirm that the information on the form is complete and accurate and that all essential information has been included. I agree that Central Okanagan Public Schools can process my information for my application and internal market research.

Signed

Print Name

Date

Title