

## Education Agent application Form

Thank you for considering the International Institute of Technology and Management Australia (will be referred to as IITMA hereafter in this document) as a potential business associate. If you decide to apply to become a registered IITMA agent, please:

- complete all questions in this application form
- provide proof of business registration from your country such as a certified copy of business registration
- Send the application form and supporting documents to

Email: [admin@iitma.vic.edu.au](mailto:admin@iitma.vic.edu.au)

- All of the above information must be in English or translated into English from a notary office or Justice of the Peace in your country.
- Please send the certified copies only as IITMA will retain all documents submitted with this application
- Remember to keep a copy of this application for your files

### Agent obligations

Before making an application, you should be familiar with the following:

- Education Service for Overseas Student Act 2000
- National Code of Practice for Registered Authorities and Provision of Education and Training for Overseas Student (The National Code 2018)
- IITMA website – [www.iitma.vic.edu.au](http://www.iitma.vic.edu.au)

It is also recommended that you visit:

- The Australian Government Department of Home Affairs  
(<https://immi.homeaffairs.gov.au/>)
- The Australian Government Department of Education, Skills and Employment website  
(<https://internationaleducation.gov.au/> )

# Education Agent application Form

## Ongoing communication

IITMA is required to keep your contact details on a database. This information will be used to advise receipt of your application, and other administrative issues relating to your business and other business purposes. IITMA will also display your contact details on the IITMA website for the benefit of prospective students seeking to find an education agent.

## Change of Contact Information

- Please keep your business contact details updated at all times.
- IITMA cannot be responsible for any delays caused by business contact changes without proper notification.
- To update your business contact, please contact IITMA

## Application Assessment and Outcome

The standard processing time for an application is 4 to 6 weeks from the receipt of a complete application. If you do not provide all of the information required or provided only partial information, your application may be delayed.

Incomplete applications will only be held by IITMA for 60 days from the date of advising that the application requires further information. After 60 days your application will be securely discarded.

If your application is approved, IITMA will:

- send you a certificate as evidence of registration, and
- send you two copies of an Education Agents Agreement for your signature.

(You will be requested to retain a copy for your records and send the other to IITMA)

If your application is not approved, IITMA will:

- send you a letter via email advising of this outcome, and securely discard your original application.

## Education Agent application Form

### Agent Company Details

Agent name: \_\_\_\_\_

Business trading name: \_\_\_\_\_

Business registration number: \_\_\_\_\_

Business registration authority: \_\_\_\_\_

Postal address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

**Business address:** if **not** same as postal address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Telephone contact

Phone (1): \_\_\_\_\_ Phone (2): \_\_\_\_\_

Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Number of years in operation \_\_\_\_\_ Number of staff/counsellors: \_\_\_\_\_

Description of your major business activities:

\_\_\_\_\_

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Detail membership of professional associations:

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Detail specific international recruitment training undertaken

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The number of students referred to Australian educational institutions over the past 3 years.

Diploma \_\_\_\_\_

Advanced Diploma \_\_\_\_\_

**Details of Key Directors and Employee/s:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Background, qualifications, and previous experience:

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Name: \_\_\_\_\_

Position: \_\_\_\_\_

Background, qualifications, and previous experience:

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Name: \_\_\_\_\_

Position: \_\_\_\_\_

Background, qualifications, and previous experience:

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Please list any other Institute/University/Educational institution you have represented or currently represent in Australia or another country.

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### Understanding of and Complying with ESOS requirements

Are you prepared to regularly monitor The Australian Government Department of Home Affairs website (<https://immi.homeaffairs.gov.au/>) Yes or No (circle)

- Are you prepared to regularly monitor The Australian Government Department of Education, Skills and Employment website (<https://internationaleducation.gov.au/>) Yes or No (circle)

Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2018)? Yes or No (circle)

Please list the main responsibilities of Agents under the National Code?

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How will you comply with these obligations?

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Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time? Yes or No (circle/highlight)

Do you understand that you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the Home Affairs website referred to above? Yes or No (circle / highlight)

Are you prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students? Yes or No (circle)

Are you prepared only to use material supplied by IITMA to describe the organisation and its courses? Yes or No (circle / highlight)

## Education Agent application Form

### Description of Potential Market

From which geographical area will your potential market come? Please describe any strengths you have in these regions to justify your choice.

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Please describe the characteristics of your potential market (age, income, educational background, university networks, etc.) Please use separate sheets, if necessary.

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Which subject areas do you believe would be of interest to prospective students in your region or area? \_\_\_\_\_

Why do you say this?

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Please outline the support services you can offer to students.

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What do you believe is the most effective marketing strategy to employ in your area, region or market?

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What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?

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## Education Agent application Form

Please use the space provided below to include any other information you consider to be of importance to this application:

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### Referees

Please list the names of three (3) referees who can vouch for you and your company's financial standing and their contact details.

Name: \_\_\_\_\_

From: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

From: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Proposed Agreement

Are you prepared to enter into an Agreement with IITMA in accordance with International Education Agent Agreement?

Yes or No (circle / highlight)

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_