

# EASTERN WASHINGTON UNIVERSITY

## Office of Global Initiatives

### International Student Recruitment Agency Partner Application

*Thank you for your interest in working with Eastern Washington University as an Agency Partner. The services to be provided under this contract are to represent EWU to international prospective students and their families (if applicable) to encourage them to apply and enroll at EWU.*

*In order for us to learn more about your organization and determine if there is a suitable match for partnership, please complete and return this application form to:*

Ms. Lindsay McKay      EWU Contract Specialist      lmckay@ewu.edu

*You will receive a response from us within 2 weeks.*

**PLEASE TYPE OR PRINT**

**PART A: CONTACT INFORMATION**

\_\_\_\_\_  
 Name of Organization

\_\_\_\_\_  
 Website of Organization

\_\_\_\_\_  
 Street Address                      City                      State/Province

\_\_\_\_\_  
 Postal Code                      Country

\_\_\_\_\_  
 Telephone

\_\_\_\_\_  
 E-Mail Address

**PART B: REPRESENTATIVE/AGENT CONTACT INFORMATION**

Mr.                       Mrs.                       Ms.

\_\_\_\_\_  
 Name: Last                                      First

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Telephone                                      E-Mail Address

**PART C: ORGANIZATION/AGENCY INFORMATION**

1. \_\_\_\_\_  
 Year Established

2. Number of Employees       1-5       6-10       10+

3. Type of Business:  
 Corporation/Sole Proprietorship       Government Agency  
 Non-Profit       Other: \_\_\_\_\_

4. List the countries in which you promote study abroad programs.  
 (Attach separate sheet, if necessary)

\_\_\_\_\_

\_\_\_\_\_

5. Please name your organizations principals and their roles.

\_\_\_\_\_

\_\_\_\_\_

6. Please provide your organizations morals and ethics statement.

\_\_\_\_\_

\_\_\_\_\_

7. To which professional organizations do you belong?

\_\_\_\_\_

\_\_\_\_\_

8. How long have you been working in international education?

\_\_\_\_\_

9. Approximately how many students do you place in overseas universities each year? \_\_\_\_\_

*Please continue to next page.*

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**PART C: ORGANIZATION/AGENCY INFORMATION (continued)**

10. Approximately what percentage of the students you place each year are to:

- a. English Language Programs \_\_\_\_\_
  - b. Undergraduate academic study \_\_\_\_\_
  - c. Graduate academic study \_\_\_\_\_
  - d. Other (please specify below) \_\_\_\_\_
- \_\_\_\_\_

11. What are the services does your agency provide? (Check all that apply).

- Marketing (promotion of U.S. universities via fairs, expos, online, mailings, etc.)
- Recruitment (enrolling students in particular institutions or programs)
- Advising/counseling (assisting students in deciding whether an education in the U.S. would be beneficial for them)
- Travel arrangements
- Offering English Language programs (ESL)
- Arranging housing
- Other: (please specify)

12. What fees do you charge students and/or their families?  
\_\_\_\_\_

13. Do you inform clients that you collect commisiions from universities?  
\_\_\_\_\_

14. List any subcontractors you may want to include to complete your roster of services. Describe what services each would provide. (Attach an extra page if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART D: REFERENCES IN THE U.S. (please provide 3 references)**

1. \_\_\_\_\_  
Organization/Name:                      Family/Last                      First

\_\_\_\_\_ Title    Telephone

\_\_\_\_\_ E-Mail Address

Briefly describe the type of service provided for them. References to attest to track record of reliability, initiative and sensible, high quality service.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_  
Organization/Name:                      Family/Last                      First

\_\_\_\_\_ Title    Telephone

\_\_\_\_\_ E-Mail Address

Briefly describe the type of service provided for them. References to attest to track record of reliability, initiative and sensible, high quality service.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_  
Organization/Name:                      Family/Last                      First

\_\_\_\_\_ Title    Telephone

\_\_\_\_\_ E-Mail Address

Briefly describe the type of service provided for them. References to attest to track record of reliability, initiative and sensible, high quality service.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please continue to next page.*

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## QUOTATIONS

1. Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. This includes any international airline costs for traveling to EWU. Please submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

2. Provide a financial proposal on a per student basis. The proposal shall not exceed 10% of the non-resident tuition for three quarters upon such student's successful completion of those same three successive quarters.

a. To successfully complete a quarter, a student must be enrolled full-time (12 or more quarter credits) throughout the entire quarter and pay tuition and all related expenses and remain in good academic standing.

b. Good academic standing is defined as achieving a 2.0 GPA or higher.

c. "Net tuition" is defined as the non-resident tuition actually paid by the student in U.S. dollars and received by EWU, less any refunds or returns.

### MINIMUM QUALIFICATIONS INCLUDE:

- Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as an Apparent Successful Contractor.
- Agency is a member in good standing of International Consultants for Education and Fairs (ICEF).
- All agents who perform work under the contract have completed the ICEF Agent Training Course, the U.S. Agent Training Course, and/or the China Education Agent Course, whichever is applicable. All agents must successfully pass the examinations related to such courses.
- Five or more years of experience enrolling prospective international students with public baccalaureate colleges in the United States.
- Have a regular presence outside of the United States to maximize EWU's exposure.

### PLEASE NOTE

In order for EWU to pay commission fees to agencies, the following must be on file:

- United States Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue.
- Current International Student Recruitment Agency Partner Application
- Current signed contract
- Agency commission invoice

### IN ADDITION:

- Contractors are required to collect and pay Washington state sales and use taxes, as applicable.
- Contractors are required to pay all necessary taxes of any foreign country where they do business, as well as any necessary taxes, premiums, and licenses necessary to do business in the United States and the State of Washington.

*"EWU encourages certified minority, women, and veteran-owned businesses to apply. Please indicate in your application if you or any of your subcontractors have been certified by Washington State's Office of Minority and Women's Business Enterprises or Department of Veteran's Affairs."*

*"EWU complies with the Americans with Disability Act. Please contact Ms. McKay if you need to receive this application in Braille or on tape."*

## PART F: SIGNATURE

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Authorized Signer for Organization/Agency Signature

Date

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Authorized Signer Name/Last, First

Authorized Signer Title