



Agency Application Form

Contact Information	
Name of Registered Agency:	Trading Name (if different):
Name of Owner/Director:	Main Contact Person:
Street Address:	
Postal Address: (if different)	
Phone:	Email:
Website:	
Social Media Links (e.g., WeChat, Skype, Viber):	

Agency Background	
How many years has the agency been operating?	
What is the main purpose of the agency? e.g., student recruitment, travel and tourism, immigration, other - please specify:	
Is the agency GST registered in New Zealand? Yes/No (delete one) If YES, please provide the GST number:	
Does the agency have membership to any professional organisation linked to the New Zealand education system? Yes/No (delete one) If YES, please provide details:	
Is the agency officially registered in its home country? Yes/No (delete one) If YES, please provide details:	
Are agency staff licensed immigration advisers with New Zealand's Immigration Advisers Authority? Yes/No (delete one)	
Is the agency an ENZ Recognised Agency? Yes/No (delete one)	
Please list any of your staff that have completed the ENZ education agent online training:	
	Date completed:

International Student Recruitment Experience
How many student advisers does the agency employ?
Does the agency publish a company prospectus or brochure in English? Yes/No (delete one) If YES, please include a link to this material:
Which countries does the agency recruit students from?
Which countries does the agency send students to?
What education levels does the agency recruit students for (e.g., primary, secondary, undergraduate, postgraduate)?
In addition to the commission received from providers, does the agency charge clients any type of additional fee at any stage? Yes/No (delete one) If YES, please provide details:
How many students did the agency recruit LAST YEAR in total?
How many of these students were recruited for New Zealand education providers?

Knowledge of New Zealand
Does the agency have a representative in New Zealand? Yes/No (delete one)
Does the agency currently provide services to any other schools in New Zealand? Yes/No (delete one) If YES, please provide details:
Does the agency assist students with travel and immigration requirements? Yes/No (delete one)
What systems does the agency have in place for checking that students have the required English language proficiency and other academic entry requirements?
What systems does the agency have in place to ensure students meet immigration requirements (if applicable)?
Are agents aware of the New Zealand Education (Pastoral Care of International Students) Code of Practice 2016? Yes/No (delete one)
How many students does the agency anticipate sending to Cambridge Middle School per year?

References	
<i>Please provide the name and contact details of TWO New Zealand-based education providers that we can contact for a confidential referee report:</i>	
Referee 1:	
School/Institution:	
Position:	
Phone:	Mobile:
Email:	
Referee 2:	
School/Institution:	
Position:	
Phone:	Mobile:
Email:	

Declaration	
<i>I/We declare that the information provided in this application form is true and correct. I/We agree that information provided in this form and information collected from the referees nominated in this form may be shared for the purposes of conducting appropriate due diligence on the agency as required by the Education (Pastoral Care of International Students) Code of Practice 2016.</i>	
Name:	Position:
Signature:	Date: