

# AGENT APPLICATION FORM



## COMPANY DETAILS OF THE AGENCY

Agency Origin:  Onshore  Offshore

Legal Name:

Business Name:

Full Address:

Suburb:

State:

Country:

Postcode:

Mobile:

Telephone:

Primary Email:

Alternate Email:

Company Website:

Name of Director(s):

## APPLICANTS TARGET RECRUITMENT COUNTRY

Primary Country:

Secondary Country:

## STAFF QUALIFICATIONS AND TRAININGS

1. Does your company directly employ staff member/s registered with the Migration Agent Registration Authority?

- Yes (provide certificate) MARA No:  
 No

Full Name:

2. Are you or your staff members of any associations (specify)?

3. Have your company's employees completed any of the following training programs:

- AEI Education Agent Training Course (EATC) – PIER Online  
 ISANA National Code Tutorial

4. How many counsellors does your company employ?

## STUDENT SERVICES AND CHARGES

1. Does your company provide student visa application assistance?  Yes  No

2. Does your company provide travel assistance?  Yes  No

3. What fees does your company charge students?

4. What other services do you offer to students?

5. How long has your business been operating?



**6. List institutions that you are currently representing in Australia:**

a)

b)

c)

**7. Please provide three referees**

**Institution 1:**

**Name of Institution:**

Contact Person:

Position:

Email:

Telephone:

**Institution 2:**

**Name of Institution:**

Contact Person:

Position:

Email:

Telephone:

**Institution 3:**

**Name of Institution:**

Contact Person:

Position:

Email:

Telephone:

**8. How do you promote international education and how will you promote LEA?**

**International Education**


**LEA**


**9. What is the projected number of students you plan to send in the next six months?**

a) Australia:

b) LEA:



10. Please list the most popular higher education courses you are currently promoting.

11. Please list the countries that your company is representing.

12. What higher education courses do you feel would be popular with prospective students?

**Declaration: I am interested in representing LEA as an education agent and I agree to do so in an honest and professional manner. I declare that the above information I have provided is correct and true.**

Name of the Director: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

## SUPPORTING DOCUMENTATION CHECKLIST

**Your company is required to complete this application form and submit the following information/documents. If you are unable to submit the complete information/documents listed below as supporting documents, your application will not be processed.**

### Checklist

<input type="checkbox"/>	Agent Application Form (Must be signed)
<input type="checkbox"/>	Company registration details (including affixes, licenses and/or certificates) in English
<input type="checkbox"/>	Copy of MARA (Migration Agent Registration Authority) Certificate or Qualified Education Agent Counsellor
<input type="checkbox"/>	Certificate from PIER (Professional International Education Resources) or ISANA National Code Tutorial Certificate
<input type="checkbox"/>	Contact details of three referees (preferably Australian education institutions where possible)
<input type="checkbox"/>	Details of office locations and facilities (head and branch offices)
<input type="checkbox"/>	Target country recruitment
<input type="checkbox"/>	Signature on the application form
<input type="checkbox"/>	Completed National Code knowledge test <b>(required only if there is no PIER, MARA or ISANA certificate)</b>

# AGENT APPLICATION FORM



Please return this form along with the above-listed documents to:

Lincoln Education Australia  
144A Marsden Road  
Ermington - 2115  
NSW, AUSTRALIA

or email a signed copy to: [coo@lincolaustralia.nsw.edu.au](mailto:coo@lincolaustralia.nsw.edu.au)

## For Office Use Only

CEO/COO      Approved:  Yes    No      Signature: \_\_\_\_\_

Date: Click or tap to enter a date.