

## AGENT APPLICATION FORM

Be Qualified through written policies and procedures, ensures the integrity and practices of its approved agents. By regulating the conduct of its partner agents, the institute provides international students with honest and professional representation.

Be Qualified also promotes diversity by having representation in different market sectors both domestically and internationally. Through its communication channels, the institute also seeks to provide approved agents with efficient and effective services.

The application process includes:

- Acceptance of application
- Application processing
- Approval of business profile
- References from educational institutes represented by your agency

All personal information collected in this form is used in accordance with the Privacy Act 1988.

**An agent is approved by Be Qualified only when the above process has been completed and the agent deemed successful. Be Qualified reviews its approved agent registers annually.**

**This is a fillable PDF Form, simple type in your responses into the form.**

**Once finished please email the form to [info@bequalified.edu.au](mailto:info@bequalified.edu.au)**

### COMPANY DETAILS

Trading name: \_\_\_\_\_ Company name: \_\_\_\_\_

ABN: \_\_\_\_\_ ACN (If applicable): \_\_\_\_\_

MARA Registration Number (If applicable): \_\_\_\_\_

Is your agency GST Registered? YES  No

What year was your Company registered? \_\_\_\_\_  
(Please attach a copy of your company registration certificate)

Office address: \_\_\_\_\_

Postal address (if different from office address): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

## COMPANY KEY CONTACTS

### Main contact person within the organisation

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

Position in the company: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

### Other Key contacts (1)

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

Position in the company: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

### Other key contacts (2)

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

Position in the company: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

## AGENCY BRANCHES

Does your agency have any other branches in Australia or Overseas? Yes  No

If yes provide full details of these offices:

### Office 1:

Address: \_\_\_\_\_

Main contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

### Office 2:

Address: \_\_\_\_\_

Main contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

*(If you have more than 2 additional offices, please attach a separate sheet)*

Do you use any Sub-Agents in order to recruit students from different countries?

## CERTIFICATIONS

Has any of your staff undertaken the PIER exam for Education Agents? Yes  No

If yes please provide "Education Agent Registration Number": \_\_\_\_\_

*(Please also attach a copy of the Certifications)*

Do you have any other Certification that accredits you as a qualified Education Agent in Australia?

Yes  No

If yes please provide details: \_\_\_\_\_

*(Please also attach a copy of the Certifications)*

## STUDENT RECRUITMENT DETAILS

How long has the company been recruiting International Students? \_\_\_\_\_

How many students did you recruit to Australia last calendar year? ELICOS \_\_\_\_\_ VET \_\_\_\_\_ HE \_\_\_\_\_

What are the countries/regions you mostly recruit students from? \_\_\_\_\_

Please list the names of the top 5 institutions you represent and recruit students for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

How do you promote international education and how will you promote our college?

## COMPLIANCE WITH THE ESOS ACT 2018

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

How will you comply with these obligations?

Do you charge any fees to the student? Yes  No  (If yes please provide details)

## PROPOSAL (Please attach Company Profile)

Please provide a description of your major business activities:

What Services do you provide to Students?

Why do you want to represent Be Qualified and what are the best points about us which makes you want to become our representative?

What study programs do you think your students will be more interested in?

Please use this space to provide any other relevant information about your business:

## REFERENCES

Please provide "at least" two industry references for us to check

### Reference 1:

Name of the institution: \_\_\_\_\_

Name of the referee: \_\_\_\_\_

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

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

Reference 2:

Name of the institution: \_\_\_\_\_

Name of the referee: \_\_\_\_\_

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

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

Reference 3:

Name of the institution: \_\_\_\_\_

Name of the referee: \_\_\_\_\_

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

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

## DECLARATION

**I certify that:**

- The information provided in this document is true and accurate to the best of my knowledge.
- I give authorisation to Be Qualified to contact the references previously provided to obtain information as required.
- I am familiar with the Australian education sector and the requirements to study in Australia (i.e. what the student must have in order to be granted a visa and what the student must do in order to keep their visa once here).
- I have never been charged with any criminal offences/activity.
- I have never provided immigration advice when not authorised (Migration Act 1958), or any other actions that would compromise my agency from performing my duties as an Education Agent under the Australian Law.

Signature of Applicant: \_\_\_\_\_

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

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

Date:

Checklist of all the documents you need to attach in the email.

Copy of Company Registration Certificate

If you have more than 2 additional offices, please attach a separate sheet with their location details

Copy of the Certifications

Company Profile