



MEDIA DESIGN SCHOOL LTD

INTERNATIONAL AGENT APPLICATION FORM

Dear Prospective Agent

IMPORTANT: PLEASE READ THIS INFORMATION CAREFULLY

Media Design School has a selected group of International Recruitment Agents who work with the school in recruiting suitable international students for our qualifications.

All our International Recruitment Agents must be able to supply evidence of previous successful recruitment of international students to other reputable tertiary educational providers. They must also comply with the school's Code of Practice for the Pastoral Care of International Students and be a registered company or Government agency.

If you would like to apply to become an international recruitment agent for Media Design School we invite you to complete the enclosed application form and return it by post along with the following support documentation

- Company registration certificate*
- Company profile (including brochures, print and promotional material used to market your organization and its services)
- Two references from other New Zealand institutions whom you have recruited students for within the past 3 months (written references are preferred)

**Photocopied or scanned documents must be certified.*

Please return the signed application form and all support documents to:

International

Media Design School Ltd
PO Box 5972
Wellesley Street
Auckland, New Zealand.

NB: All sections of this application must be complete.
Please also include all relevant information regarding your business and recruitment history. Incomplete applications will not be considered.



1: ORGANISATION DETAILS

Type of Company:

- Private Limited Liability Company
 Government Department
 Other

Registered Company Name:
Trade Name (if different):
Total Number of Offices:

Contact Person (Full Name):
Title (please circle): Mr Mrs Ms Dr Prof Other
Contact Person's Position:

Physical Address:	
Postal Address:	
Phone:	Mobile:
Fax:	Email:
Website:	

Representative in New Zealand (if applicable):	
Address:	
Phone:	Mobile:
Fax:	Email:

2: AGENCY INFORMATION

Date of Establishment:	Number of Staff:
Countries/Cities Covered:	
Methods of Promotion (please list):	



Number of students referred to NZ schools in the past 12 months:
List the NZ institutions you have recruited students for in the past 12 months:
Number of students referred to other countries in the past 12 months:

Which services do you provide (please tick all applicable)?

- | | |
|--|---|
| <input type="checkbox"/> Advertising and promotion | <input type="checkbox"/> Application submission |
| <input type="checkbox"/> Course advice/counseling | <input type="checkbox"/> Visas/immigration procedures |
| <input type="checkbox"/> Arranging airfares/travel | <input type="checkbox"/> Arranging accommodation |
| <input type="checkbox"/> Other: | |

3: CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Are you aware of and have you read the Ministry of Education's 'Code of Practice for the Pastoral Care of International Students'? Please circle:

- YES NO

Do you have a process in place in order to meet the Code requirements?

- YES NO

If 'YES' please provide an example of how your agency complies with the requirements of the Code:



4: DECLARATION

I certify that the responses provided on this form and any attachments are true and complete, and that to the best of my knowledge I have not withheld any information which may affect my application. I authorize Media Design School Ltd. to check information supplied as well as the submitted references.

SIGNATURE:

DATE: / /

5: REFERENCES

Media Design School requires you to submit the contact details for at least two referees, preferably from New Zealand educational institutes whom we can contact in regards to your application.

Written references are preferred however if these are not available please list the contact details of the referees below:

Organisation:	
Contact:	Position:
Phone:	Email:
Address:	
Total number of students referred to this institute:	

Organisation:	
Contact:	Position:
Phone:	Email:
Address:	
Total number of students referred to this institute:	

Organisation:	
Contact:	Position:
Phone:	Email:
Address:	
Total number of students referred to this institute:	