

AGENCY CONTACT INFORMATION

Agency Name:

Agency Name in Native Language:

Address:

City:

State/Province:

Postal/Zip Code

Country:

Telephone Number:

Skype:

Website:

OWNER/DIRECTOR/PRESIDENT OF AGENCY

Mr. Ms. Mrs. Other:

Name (Last, First):

Title:

Email Address:

Telephone Number:

Cell/Mobile Phone Number:

MAIN CONTACT PERSON *(if different than above)*

Name (Last, First):

Title:

Email Address:

Telephone Number:

Cell/Mobile Phone Number:

OTHER CONTACTS *(if applicable, please list the names and titles of any staff of your agency.)*

Name	Title

STAFF INFORMATION

How many staff members do you have? _____ Part-time: _____ Full-time: _____

AGENCY INFORMATION

1. Is your agency licensed by the government of your country? Yes No

* Application will not be processed unless a copy of a valid license is attached to this application.

Licensed information: _____

2. In which countries (including the U.S.) do you promote your services? *(Please list them from the highest number of students to the lowest).*

3. How many students were admitted to the U.S. schools with your assistance in the last twelve months? _____

AGENCY INFORMATION *(cont.)*

4. From which countries did these students come? *(Please list them from the highest number of students to the lowest).*

5. Do you organize educational fairs? Yes No

6. In what types of academic programs do you seek admission for students?
(Please list them from the highest number of students to the lowest).

- Secondary Schools / High Schools Four-year Universities / Colleges
- Short term (ESL, one term) Graduate programs
- Two-year colleges

INFORMATION FOR CASCADIA COLLEGE

How did you learn about Cascadia College?

Cascadia College expects all of its contracted agents to provide accurate information about our institution. We also expect contracted agents to provide pre-departure orientation services about visa requirements, program options, assistance with visa processing, and travel/housing arrangements.

Please explain how you provide this to students: _____

What are your expectations of a partnership with Cascadia College? _____

REFERENCES *Please provide three references of other U.S. colleges, universities, or English language institutions. Washington state institutions are welcome.*

Institution	Contact Name	Email	Phone Number

I certify that the answers and information I provided are true and correct. I authorize Cascadia College to verify the information I have provided on this application. I understand that Cascadia reserves the right to terminate the relationship with the agent or any of the agency's representatives if Cascadia discovers, or has reasonable belief, that any answer or information provided in this application is false.

Name: _____

Signature: _____

Date: _____

Please return this form to:
Cascadia College
International Programs Office
18345 Campus Way NE, Bothell, WA 98011 USA
international@cascadia.edu
Fax: 425-352-8304

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