



WEST BUSINESS SCHOOL

1 Sophia Road #05-11 Peace Centre Singapore 228 149

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Email: wbs@west.edu.sg

International Recruitment Agent Application

COMPANY DETAILS

Company Name : _____

Postal Address : _____

Tel : _____ Fax : _____

Website : _____

Director's Name (Mr./ Mrs./ Miss./ Ms*) : _____

Home : _____ Mobile : _____

Email : _____

Contact Person (Mr. / Mrs./ Miss/ Ms*) : _____

(If different from the above)

Job Title : _____

Home : _____ Mobile : _____

Email : _____

COMPANY BACKGROUND

1. How long have you been recruiting International Students?

2. Is your company registered with and approved by a government authority to recruit fee-paying students for studying off shore? Yes / No

Comments: _____

3. Does your company have membership to any professional organization in your country that is linked to the Education Industry? Yes / No

If Yes, Name of Organisation : _____

Tel : _____ Fax : _____

4. Do you run an orientation programme for students prior to departure and / or arrival in Singapore? Yes / No

If yes, please describe your programme

5. Do you provide follow-up support while the student is studying in Singapore? Yes / No

If Yes, please list the areas of support

6. Approximately how many students do you successfully recruit each year to Singapore?

7. Which main country do you recruit students from?

8. Do you charge students for any agency fees? Yes / No

If Yes, how much? (Please specify amount in S\$) _____

9. Kindly forward a company profile for our perusal.

REFERENCES (Please name at least 2 referees in Singapore.)

REFEREE 1

Company : _____

Job Title : _____

Address : _____

Email : _____

Tel : _____ Mobile : _____

REFEREE 2

Company : _____

Job Title : _____

Address : _____

Email : _____

Tel : _____ Mobile : _____

Thank you
Please return this form with any supporting documents to:
The Business Manager
1 Sophia Road #05-11 Peace Centre Singapore 228 149