



Application for **Consideration** as an Education Consultant/Agent

Company Profile	
Company Name	
Street Address	
Postal Address	
Phone/ Email	
Web	
Fax	
Skype Name	
Primary Contact Name	
Phone/ Email	
Company Director / Principal	
Phone/ Email	
Alternative Representative	
Phone/ Email	
Additional Information	
Company Background	
Business Registration Number (BN)	<i>If located in Canada, please provide BN; if located offshore please provide evidence of local business registration requirement.</i>
Details of registering country and authority	
Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes	
Business Profile/Strategic Plan	Y/N (please attach)
Organizational Chart	Y/N (please attach)
Key Business Activities (List)	
Year founded	
Years as an education agent	
Number of staff	
Number of offices (locations)	
Sub-agencies	
Partnerships with other agencies (List)	
Associations/ affiliations with other relevant organizations (List)	



Associations with any local authorities / governments / councils/etc. (List)	
Marketing	
Please indicate the geographical territory you will service.	
Provide description of your target market, trends, demands etc.	
Proposal for promotion and marketing in the territories.	
Performance	
Number of students sent abroad each year.	
Proposed number of students sent to us in the next year.	
Service Fees and Charges	
Services provided to students	
Please provide details of any fees charged students	
Referees	
Educational Referees (x2)	
Name	
Position	
Organization	
Address	
Phone/ Email	
Student Referees (x2)	
Name	
Address	
Phone/ Email	
Organization/Institution studying	



McGill

School of
Continuing Studies

École
d'éducation permanente

Declaration

I am interested in representing you as an educational representative and I agree to do so in an honest and professional manner. I **agree to**:

- Regularly monitor policies and changes to the policies as reported on the [Citizenship and Immigration Canada](#) (CIC) website.
- Regularly monitor policies and regulations and changes to these policies and regulations as reported on the [Québec Ministry of Education, Leisure and Sport](#) (MELS) website.

Signed

Name

Date

Organization

Position