



## EDUCATION AGENT'S APPLICATION FORM

**Please note:** Your response to this questionnaire and any subsequent agreement with us is an agreement between your organisation and Empire Institute of Education (EIE). This, and also any other collaborator identified in writing.

Contact Name	
Company Name	
ABN	
Agent Registration Number	
Address:	
Country	
Phone Number	
Fax Number	
Email	
Website	

1.1 Are you a  company,  partnership,  sole trader? (Attach certification of registration)

1.2 How long have you operated? \_\_\_\_\_ years

1.3 Have you ever traded under any other name?  Yes  No If yes, explain

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2.1 Locations of offices.

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2.2 My main office has  Library  TV & video  Computing resources  Multimedia  Seminar rooms

2.3 Number of staff and position(s).

	Position
1	
2	
3	
4	
5	



3.1 Do you comply with key obligations under the Education Services for Overseas Students (ESOS) legislation?  Yes  No

3.2 Are staff trained on the ESOS legislation?  Yes  No

4.1 Sample of organisation's promotional materials and advertisements.  
 (Documents attached)

4.2 List three promotional activities over the last year.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

5.1 Membership in or registration with professional bodies. (Explain)

\_\_\_\_\_

5.2 Licences and permits held. (Attach copies)

5.3 Contact details of two referees from Australian Colleges or Universities with which you have an agency agreement.

References	
Reference 1:	Contact Name:
	Contact Number:
	Email:
	Address:
Reference 2	Contact Name:
	Contact Number:
	Email:
	Address:

5.4 Convictions for criminal offences by directors, principals or key staff.

Yes  No If yes, please attach explanatory letter.

5.5 Current or past legal proceedings against the organization, its directors, principals or key staff.  Yes  No If yes, please attach explanatory letter.

6.1 Numbers of students sent to Australia for each of the past 3 years by education sector.

**VET** \_\_\_\_\_ (number)

**HE** \_\_\_\_\_ (number)



6.2 Numbers of students sent to two other overseas destinations for each of the past 2 years by country of destination and education sector.

1. VET \_\_\_\_\_ (number) Country \_\_\_\_\_  
HE \_\_\_\_\_ (number) Country \_\_\_\_\_
  
2. VET \_\_\_\_\_ (number) Country \_\_\_\_\_  
HE \_\_\_\_\_ (number) Country \_\_\_\_\_

I, (Print Name) \_\_\_\_\_ a legal representative of (Organisation Name) \_\_\_\_\_

\_\_\_\_\_, agree that the information that I have provided to Empire Institute of Education in this Education Agent Profile is true and correct and the time of submission. I understand that Empire Institute of Education will make an assessment of this organisation's ability to be engaged as an Education Agent based on the information that I have provided.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Please send your replies with all attachments in writing

to:

**Email address:** [agent@empire.edu.au](mailto:agent@empire.edu.au)

**Postal address:** International Admissions  
Empire Institute of Education  
Level 7, 190 Queen Street, Melbourne, VIC 3000



**Please Note:**

Where this Education Agent Profile is submitted electronically, a signed hard copy must be submitted in conjunction with the Agents Agreement Form.