

Manchester Victoria College

Prospective International Representative Application Form



SECTION 1 – PERSONAL DETAILS*

(*TO BE COMPLETED BY THE MOST SENIOR PERSON WITH WHOM THE COLLEGE MAY BE DEALING, EG COMPANY DIRECTOR, SENIOR MANAGER. THE INDIVIDUAL MUST HAVE AUTHORITY TO ENTER INTO CONTRACTUAL OBLIGATIONS ON BEHALF OF THE COMPANY.)

Title (<i>Dr, Mr, Mrs, Miss, Ms, Other</i>)		
Family name		
Other name(s)		
Home address		
	House number/name	
	Street name	
	Town/City	
	County/District/State	
	Country	
	Postcode/Zip code	
Telephone with international code		
Mobile		

EDUCATION & TRAINING ACADEMIC QUALIFICATIONS

Undergraduate		
	Title of Award	
	University	
Postgraduate		
	Title of Award	
	University	
Professional qualifications		
	Title of Award	
	Awarding body	

SECTION 2 – COMPANY DETAILS

Title of company		
Note: Commission payments can ONLY be made payable to this name; if requesting payments to be made to the name of an individual, please put this name as "Company"		
Address of company (main office)		

Number and street name			
Town/City			
County/District/State			
Country			
Postcode/Zip code			
Telephone (main office)		Fax	
E-mail		Website	
Number of subsidiary offices			
Location(s) of subsidiary offices			
Date company established			
Number and type of staff employed			
<i>Executive/Management</i>	Full-time		Part-time
<i>Clerical/Administrative</i>	Full-time		Part-time
How many student counsellors does the company employ?			
Nationality (ies)/citizenship of students that you wish to recruit			

SECTION 3 - COMPANY HISTORY

Is the company registered with the British Council? (if applicable)			Yes		No	
Please state any other UK universities or colleges you represent						
1						
2						
3						
4						

Please indicate how many students your company sent to the UK to study in years indicated below.

2009 – 20010	2010 – 2011
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What nationalities were these students?

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How many students you think you could recruit to Manchester Victoria College?

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Have you undertaken the British Council Education UK Agents Training course? YES/NO
If yes, please give details:

Please indicate whether the college can approach your existing university or college clients for the purposes of providing business references		Yes		No	
If Yes, please provide reference details					
Reference details					
Contact Name					
Institute Name					
Address 1					
Address 2					
Town/City					
County/District/State					
Country					
Postcode/Zip code					
Telephone					
E-mail					
Please indicate which study programmes from the College portfolio would be of significant interest in the market in which you operate.					
1					
2.					
3.					
4.					
Please use this space to provide the address(es) of any Internet promotional materials currently in use by your company together with any other relevant information in support of your application. If you do not have a web presence, please forward samples of your promotional material with your application.					

SECTION 4 – CERTIFICATION

I certify that the information provided above, for the purpose of the college assessing the potential of the company to act on behalf of the college in the recruitment of students, is accurate	
Signature	
Name (Please use BLOCK capitals)	
Date	

SECTION 5 – SUPPORTING DOCUMENTS

- PHOTOCOPY OF AGENCT'S ID
- PHOTOCOPY OF THE COMPANY REGISTRATION CERTIFICATE
- PERSOANL PROFILE OF AGENT
- TWO REFERENCE LETTERS

Please return the completed form and any other documents that relevant to or may assist your application. You must send your company brochure to the **MARKETING DEPARTMENT** at the address below:

Manchester Victoria College
Shizhen House
67 Ayres Road
Old Trafford
Manchester
M16 9NH

[FOR OFFICE USE ONLY]

Signed in support of the application	
Name	
Signature	
Date	
Details of agreement to issue	