



Agent Profile

www.pce.sandiego.edu

francinechemnick@sandiego.edu

Agency Contact Information

Agency Name: _____

Agency Name in Native Language: _____

Address: _____

Address: _____

City: _____ State/Province: _____

Postal Zip Code: _____ Country: _____

Telephone Number: _____

Fax Number: _____

SKYPE or MSN/Yahoo Chat: _____

Website: _____

If your agency uses other names or has used other names in the past, please list them (both in English and in the local language).

Owner/Director/President of Agency

Mr. _____ Ms. _____ Mrs. _____ Other: _____

Name: (First, Family/Last): _____

Title: _____

Email: _____

Telephone Number: _____

Cell/Mobile Phone Number: _____

Main Contact Person (if different than above)

Name (First,Family/Last) : _____

Title: _____

Email: _____

Telephone Number: _____

Cell/Mobile Phone Number: _____

Other Contacts (if applicable)

Please list the names and titles of any other staff/officers of your agency.

Staff Information

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

Have any of your staff been educated in the United States? Yes____(If yes, how many:____) No____



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Agency Information

1. Is your agency licensed by the government of your country? Yes____(If yes, please attach a copy of the license) No____

2. Do you obtain admission for students at institutions other than those with which you have a contractual agreement?

3. When did your agency begin operation? _____

4. In which countries (including the U.S.) do you promote your services?

_____	_____
_____	_____
_____	_____

5. How many students were admitted to U.S. schools with your assistance in the last 12 months? _____

6. From which countries did these students come?

_____	_____
_____	_____
_____	_____

7. What services does your agency provide? (Check all that are applicable)

- ☐ Recruitment (seeking to attract students to particular institutions or programs)
- ☐ Advising / counseling (assisting students in deciding whether an education in the U.S. would be beneficial in reaching their goals)
- ☐ Publications / Advertising
- ☐ Travel arrangements
- ☐ Offering English Language Programs (ESL)
- ☐ Arranging Homestay
- ☐ Job Placement
- ☐ Other: _____

What types of academic programs do you seek admission for students? (Check all applicable)

- ☐ Short term (ESL)
- ☐ Two-year institutions/Community College
- ☐ Four Year institutions/Universities/Colleges
- ☐ Graduate programs
- ☐ Other _____



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References

Please provide three references from other U.S. colleges, universities, English language programs (ESL), or organizations/companies familiar with your organization.

Institution	Contact Name	Email	Phone Number
1.			
2.			
3.			

The University of San Diego, English Language Academy expects all of its contracted agents to provide accurate information about universities. We also expect contracted agents to provide pre-departure orientation services about visa requirements, program options, assistance with visa processing, and travel/housing arrangements.

I certify that the answers and information I provided are true and correct. I authorize University of San Diego (USD), English Language Academy (ELA) to verify the information I have provided on this application. I understand that USD, ELA reserves the right to terminate the relationship with the agent or any of the agency's representatives if USD, ELA discovers, or has reasonable belief, that any answer or information provided in this application is false.

Name: _____ Signature: _____

Date: _____

Please return this form to:
University of San Diego
English Language Academy
5998 Alcalá Park
San Diego CA 92110-2492 USA
francinechemnick@sandiego.edu
Fax: 619-260-8833

Notes: