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 United Kingdom  
 www.cetmanagement.com

## Agent Application Form

Thank you for your interest in our programs. CET Management is the parent company to a group of affiliated companies located in the US, UK, Canada and Germany offering a variety of inbound educational and cultural programs, including:

- Public and Private High School
- College and University Placement
- English courses including international certificates
- Short Term homestay for groups and individuals
- Work and Travel
- Work and Study
- Internship/Trainee Program
- Hospitality Training program with job placement

We have developed this Agent Questionnaire to help us to learn more about your company so that we may know how we could best work together. Please take a few moments to complete and return it to our email address. Please submit a copy of your business license and registration along with this questionnaire.

Thank you in advance and we hope to be working together in the near future.

**Today's Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Person Title:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip/Postal Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**1. Date Business was Founded:** \_\_\_\_\_

**2. Name of Owner(s):** \_\_\_\_\_

**3. Name of Director(s):** \_\_\_\_\_

**4. Status of Company:**  Profit  Non Profit  Foundation Other: \_\_\_\_\_

**5. Business License #:** \_\_\_\_\_ **Issued by:** \_\_\_\_\_

**6. Does your country require any registration with the government authorities in order to operate cultural exchange programs?**  Yes  No **If yes, do you have it?**  Yes  No

**Number of your registration:** \_\_\_\_\_ **Issue Date:** \_\_\_\_\_

**Name of Issuing Authority:** \_\_\_\_\_

*Please submit a copy and translation of your business license and registrations along with this questionnaire.*

7. Number of full time employees in your company: \_\_\_\_\_

8. If you are affiliated with any universities, please list which ones: \_\_\_\_\_

9. The dates of the summer university break in your country: \_\_\_\_\_

10. What programs do you currently offer:

	# of Students	Countries
Work and Travel	_____	_____
High School	_____	_____
Private High School	_____	_____
Language Courses	_____	_____
Work and Study	_____	_____
Au-Pair	_____	_____
Volunteer:	_____	_____
Trainee/Internship	_____	_____
Summer Camps	_____	_____

11. Do you currently send students to the USA?  Yes  No

If yes, how many for:

Work and Travel \_\_\_\_\_ Language Programs \_\_\_\_\_  
Public High School \_\_\_\_\_ Trainee/Internship \_\_\_\_\_  
Private High School \_\_\_\_\_ University College \_\_\_\_\_

12. What was the visa denial rate to the USA in the last 2 years? \_\_\_\_\_

13. Which CET Programs are you interested in:

USA	# of Students Expected	Canada	# of Students Expected
Public High School	_____	High School	_____
Private High School	_____	Work and Study	_____
Community College	_____	ESL programs	_____
Work and Travel	_____	Summer/Winter Camps	_____
Trainee/Internship	_____		
Short-Term programs	_____		

Germany	# of Students Expected	United Kingdom	# of Students Expected
High School	_____	ESL programs	_____
Hospitality Training (for EU citizens only)	_____		
Short-Term programs	_____		

**If you are interested in the Work and Travel USA program, please answer questions 14-18:**

14. How many of your students are self-placed or placed by you? \_\_\_\_\_

15. How many of your students are you looking for CETUSA to place? \_\_\_\_\_

16. What types of job positions are your students interested in? \_\_\_\_\_

17. What support do you provide to students after they arrive in the US? If their self-arranged job or housing falls through? \_\_\_\_\_

18. Have you ever hosted a Job Fair in your country?  Yes  No

If we were to promote a Job Fair in cooperation with your company, which of the costs below would you be willing to help with:

Accommodation  Meeting Room  Meals  
 Airport Transfer  Other \_\_\_\_\_

19. What countries are you recruiting from? \_\_\_\_\_

20. Do you have any sub-agents?  Yes  No

If Yes, in what cities: \_\_\_\_\_

21. Please describe how you evaluate applicants' English proficiency: \_\_\_\_\_

22. What other sponsors have you previously worked with? \_\_\_\_\_

**If you are interested in the Trainee/Internship USA program, please answer questions 23-26:**

23. How many years of experience do you have recruiting participants for this program? \_\_\_\_\_

24. Which program sponsors are you currently working with? \_\_\_\_\_

25. How many participants do you have per Self - Placement program and how many participants you have per Assisted - Placement program? \_\_\_\_\_

26. Who is securing your program placements in US (sponsor or placement agent)? \_\_\_\_\_

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27. Please provide three business references from other international companies in this industry:

1) Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Number of years working with company: \_\_\_\_\_

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2) Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Number of years working with company: \_\_\_\_\_

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3) Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Number of years working with company: \_\_\_\_\_