

AGENT PROFILE
REQUEST FOR AGENCY REPRESENTATION OF MT. BLUE HIGH SCHOOL
Lisa Dalrymple, Director of International Studies
ldalrymple@mtbluersd.org

Thank you for your interest in Mt. Blue High School.

In order to facilitate this work, Mt. Blue High School seeks partners who:

- Provide honest and ethical advice to students.
- Support students throughout the entire placement process with transparent, accurate and timely information.
- Respect students and families by providing services only in their best interest.
- Follow the ethical principles.
- Commit to learning about Mt. Blue High School, its programs and offerings.
- Inform and update Mt. Blue High School regarding agency business practices and policies.
- Seek a long-standing relationship with Mt. Blue High School based upon providing the best services possible to ensure student success.

In order to determine the best fit agency partners for our High School, Mt. Blue High School requires prospective partners to complete a Request for Representation Form. Please take a few minutes to provide us with the following information. Questions and completed forms may be addressed to Lisa Dalrymple, Director of International Studies at ldalrymple@mtbluersd.org. We look forward to working with you.

Agency contact information

Registered Agency Name: _____

Complete Mailing Address: _____
Street City State or Province Country Postal Code

Phone (Please include country code) Website

Special Mailing Instructions: _____

Contact: _____
Name Title Gender

Email Phone Skype Address Twitter/ Facebook/ Other social media addresses

Agency Profile

Year agency established: _____ Full-time staff members: _____ Part-time staff members: _____

Organizational structure: _____

Branch offices location: _____

Other Names Used by your Agency or Sub-agency names: _____

Websites administered by your agency: _____

Countries recruiting from: _____

Top 3 destination countries _____

Top 5 areas of study sought by your clients: _____

Other US partner secondary schools: _____

Agency Services and Practices

Please check all of the following services and information provided by your agency:

- | | | |
|-----------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> School search | <input type="checkbox"/> Career search | <input type="checkbox"/> School Application Process |
| <input type="checkbox"/> Admission Test Preparation | <input type="checkbox"/> Visa interview preparation | <input type="checkbox"/> Flight and Travel arrangements |
| <input type="checkbox"/> Arrival follow-up | <input type="checkbox"/> Informational workshops or seminars for students and families | |
| <input type="checkbox"/> Student fairs | <input type="checkbox"/> Training sessions for staff | <input type="checkbox"/> Emergency contact for families |

Publication of brochures or catalogs (Please explain) _____

Marketing through:

TV/Radio (list stations and frequency of ads) _____

Social Media (list and explain) _____

Online advertising (list and explain) _____

School visits (type, frequency) _____

Local partnerships (Please explain)

Other

What professional organizations are you/agency staff members of?

Registrations, Accreditations and References

Is your agency officially registered or licensed in your country? _____

List any accreditations, certifications, or awards held by your agency or staff members: _____
