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: _______________________________________________________

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<th>Street</th>
<th>City</th>
<th>State or Province</th>
<th>Country</th>
<th>Postal Code</th>
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Phone (Please include country code) __________________________________________ Website __________________________________________

Special Mailing Instructions: __________________________________________________

Contact: _______________________________________________________________________

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<th>Name</th>
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<th>Skype Address</th>
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**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:

- School search
- Career search
- School Application Process
- Admission Test Preparation
- Visa interview preparation
- Flight and Travel arrangements
- Arrival follow-up
- Informational workshops or seminars for students and families
- Student fairs
- Training sessions for staff
- 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: __________________________