

**Center for Global Engagement**

**Educational Agent Interest Form – Intensive English Institute**

Please complete this form if you are interested in partnering with the Intensive English Institute (IEI) to recruit international students. Submit the form to Konstancja Szymanska at [kszymanska2014@fau.edu](mailto:kszymanska2014@fau.edu).

1. Company Name
2. Owner/CEO/President Contact Information:  
Name (first, last)  
Title:  
Phone number  
Email address
3. Year when operations began:
4. Headquarters/Primary Location
  - a. Physical address
  - b. Mailing address
  - c. Phone number
  - d. Email
5. Primary Contact for the U.S. Market  
Name (first, last)  
Title:  
Phone number  
Email address
6. List any other company branch locations (address, email, phone)
7. How do you advertise your services
  - Print (magazines, journals, newspapers)
  - Flyers
  - School contacts/visits
  - Website
  - Social Media (explain):
  - Other (explain)
8. What types of pre-departure services do you provide to students (explain)
  - Orientation to the US Education and Culture
  - Information on Visa application processes and I-20 requirements
  - Emergency contact information
  - Review of academic credentials
  - Other (describe):
9. How many students were placed in U.S. intensive English program by your company in the past 12 months?
10. How many schools in the U.S do you refer students to?
11. Which schools in Florida do you refer students to?
12. Which of the following programs do your clients seek through you?
  - Intensive English
  - Undergraduate
  - Graduate
  - Other: \_\_\_\_\_
13. List professional associations that you belong to (in the U.S., your home country, or internationally)  

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- 14. Describe the type of training you undertake and provide to your company/agency staff regarding product knowledge and familiarity with IEPs you represent in the U.S.
- 15. List three University-based IEPs Intensive English Programs based in the U.S. that can serve as a reference for your company.

**University IEP Reference**

1. Name of University IEP: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Name of contact person: \_\_\_\_\_  
Tittle of contact person: \_\_\_\_\_  
E-mail of contact person: \_\_\_\_\_  
Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of University IEP: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Name of contact person: \_\_\_\_\_  
Tittle of contact person: \_\_\_\_\_  
E-mail of contact person: \_\_\_\_\_  
Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of University IEP: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Name of contact person: \_\_\_\_\_  
Tittle of contact person: \_\_\_\_\_  
E-mail of contact person: \_\_\_\_\_  
Additional information: \_\_\_\_\_  
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