



### AGENT APPLICATION FORM

For becoming an agent of Universal Network of Infotech Pty Ltd (UNI), please complete this form print it and send it for processing with signature and valid referees on it.

Agent Details	
A Sole Proprietor <input type="checkbox"/>	Name of Proprietor:
or a Partnership Firm <input type="checkbox"/>	Name/Names of Partners:
or an incorporated company or <input type="checkbox"/>	Registered Name:
	Trading as if different:
	Name/names of Director:
	Place of Registration:
	Date of Registration:
ABN or any equivalent Number	Expiry Date:
	Australian ABN Number:
	Or any equivalent Number:
Head Office Address:	

Contact Details	
Name of Chief Operating Officer:	
Phone:	Mobile:
Name of Main Contact Person:	
Phone:	Phone:
Email:	Fax:
Website:	Mobile:
Has the registered owner or staff of the company ever been convicted of a criminal offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company or registered owner ever been declared bankrupt?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supplementary Details	
Main Business of Company	
How many Staff do you employ?	



Has your staff been formally trained in advising international students?
Have your staff or any staff had experience as an international student?
What countries do you recruit students from?
Do you have representative office in each of the country from which you recruit students?
Have you successfully completed the Education Agent training course in your country or AEI website?
When did your company begin operation as an Education Agent?
Do you charge students for your services?
Please provides the names, qualifications and experience of your students counsellors.
What is your knowledge of DIAC regulations?
What is your knowledge of ESOS act?
What systems do you have in place for checking that have appropriate entry qualification?



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Marketing		
Number of Offices:	Location:	
Member of any Professional or industry body/bodies:		
Your most Client interested in: please tick relevant boxes:		
<input type="checkbox"/> Vocational Education	<input type="checkbox"/> Certificate	<input type="checkbox"/> Diploma
<input type="checkbox"/> Full Time	<input type="checkbox"/> IT Skill	<input type="checkbox"/> IT Knowledge
<input type="checkbox"/> others	Comments:	
Please indicate the Geographical territory you will service		
Please provide the description of your target market, market trends and demands		
Please provide a proposal for promotion and marketing of ITA		

Organisational Profile Continues...		
Representing Australian Educational Institutions:		
Name of Institution	Representing since	Number of students recruited till date
1		
2		



3		
Does your organisation represent any other countries Educational Institutions?		
Name of institution	Country	Representing since
1		
2		

Performance					
Please indicate the number of students your company sent abroad last year					
Please propose the number of students you plan to send to ITA next year:					
Please indicate the distribution of students by level of education, please tick below and write numbers in boxes					
<input type="checkbox"/> Vocational Education		<input type="checkbox"/> Certificate		<input type="checkbox"/> Diploma	
<input type="checkbox"/> Full Time		<input type="checkbox"/> IT Skill		<input type="checkbox"/> IT Knowledge	
<input type="checkbox"/> others		Comments:			

References	
Must provide two references (at least one referee must be an Australian educational Institution)	
1. Company:	
Contact Person:	Position:
Email:	Contact Number:
2. Company:	
Contact Person:	Position:
Email:	Contact Number:

**Declaration**



I confirm that the information provided on this application is true and accurate to best of my knowledge. I also authorise Universal Network of Infotech Pty Ltd (UNI Institute) to contact referees. I acknowledge that approval of our application is conditional on issuance and signing of 4.3 and 4.3.1 Agent Agreement between Universal Network of Infotech and \_\_\_\_\_ (Agent Name) in accordance with National Code 2007. I am interested in representing Universal Network of Infotech Pty Ltd as an education agent and I agree to do so in an honest and professional manner.

I agree to:

- Regularly monitor policies and changes to the policies as reported on the DIAC website.
- Regularly monitor policies and changes as reported on the DEEWR website.
- I have read the National Code of Practice for registration authorities and providers of Education and Training to Overseas Students (2007) and agree to adhere to the relevant standards.

Agent Signature:

Date:

Name:

Position:

**Office Use Only**

**Please Return Completed form along with Business profile and Business registration to:**

Agent Approved on:

Approved By:

Agent Code:

Email: [info@universal.sa.edu.au](mailto:info@universal.sa.edu.au)

Tel: + 61 8 8212 6799 Fax: +61 8 8125 6696

P.O Box: 3610 Rundle Mall South Australia 5000