



One Tree Hill College AGENCY APPLICATION FORM

To help us learn more about your organisation before becoming an education agency for our school, please complete this form and return it to the International Dean in charge of international education at One Tree Hill College.

Agency Name: _____

Street Address: _____

Postal Address: (if different) _____

Website: _____

Social Media Links: _____

Office Phone Number: () () _____

Emergency Contact Number: () () _____

Which countries do you recruit students from? _____

Which countries do you send students to? _____

How many secondary age school students do you send abroad each year? _____ To NZ? _____

How many primary age school students do you send abroad each year? _____ To NZ? _____

How many tertiary students do you send abroad each year? _____ To NZ? _____

How many years has the agency been operating? _____ How many offices do you have? _____

Where are your offices located? _____

Have any of your staff members have visited NZ before? _____

Are you willing to have staff visit New Zealand in the future? _____

Have any of your staff completed the Education New Zealand education agent online training? _____

CONTACT PEOPLE

Please provide details of the main contact person in first row.

Name	Position / Responsibilities	Email	Mobile Phone

REFERENCES

Please provide the name and contact details for two New Zealand schools that you currently work with:

First Education Provider: _____

Contact person: _____ Email _____

Second Education Provider: _____

Contact person: _____ Email _____

OTHC International Office Use Only	
Application received on:	
Referees contacted on:	
Company profile received on:	
Application accepted on:	
Agency Agreement sent on:	