



## AGENT APPLICATION FORM

### SELECTION CRITERIA

San Yu Adventist School (SYAS) uses the following criteria for selecting potential agents:	Document to submit:
a. The agent has a proper set-up as a business entity, with operations in place to handle the entire recruitment process of students. (SYAS does not engage individuals as agents, only companies are accepted).	- Business registration or ACRA - Proof of address/tenancy agreement
b. The agent is professional in his/her dealings with the Admissions Office and Business Office staff of SYAS.	NIL
c. The agent has a belief in education, and a desire to help others by giving them the opportunity for a good education.	NIL
d. The agent's company has been in existence for at least two years.	Business registration or ACRA
e. The agent has a good track record.	Agent Reference by School form (obtained the form from SYAS)

### A : AGENT'S PARTICULARS

Company Registered Name: \_\_\_\_\_ Company Reg No: \_\_\_\_\_

Company Registered Address: \_\_\_\_\_

Contact Number (s): \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address (s): \_\_\_\_\_

Company Website (if any): \_\_\_\_\_

Company Director's Name: \_\_\_\_\_

Contact Person (if different from above): \_\_\_\_\_

Address of ALL offices (if any): \_\_\_\_\_

Office Address 1: \_\_\_\_\_  
\_\_\_\_\_

Person in Charge: \_\_\_\_\_ Contact No: \_\_\_\_\_

Office Address 2: \_\_\_\_\_  
\_\_\_\_\_

Person in Charge: \_\_\_\_\_ Contact No: \_\_\_\_\_

**B : AGENT'S EXPERIENCE**

1. Years of student recruitment experience: \_\_\_\_\_ years, since (year) \_\_\_\_\_

2. Is your company/are you involved in other business: \* Yes / No

3. If YES, list type of business activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How many company staff are involved in Full-Time student recruitment? (Tick ✓)

1 – 3 ( )                      4 – 6 ( )                      7 – 10 ( )

Others: \_\_\_\_\_

5. How many overseas students does the company recruit worldwide each year? (Tick ✓)

1 – 20 ( )                      21 – 50 ( )                      51 – 80 ( )

81 – 100 ( )                      Others: \_\_\_\_\_

6. How many students does your company enroll in Singapore educational institutions each year?

(Tick ✓)

1 – 10 ( )                      11 – 20 ( )                      21 – 30 ( )

Others: \_\_\_\_\_

7. How many educational schools/colleges/universities does your company represent worldwide?

(Tick ✓)

1 – 5 ( )                      6 – 10 ( )                      11 – 20 ( )

Others: \_\_\_\_\_

8 List the countries from which you recruit students. Indicate whether your company is authorized by the respective government(s) to represent students in their countries (choose YES or NO).

1 _____	YES/NO	2 _____	*YES/NO
3 _____	*YES/NO	4 _____	*YES/NO
5 _____	*YES/NO	6 _____	*YES/NO
7 _____	*YES/NO	8 _____	*YES/NO
9 _____	*YES/NO	10 _____	*YES/NO

9. Any other information:

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\*Delete whichever is inapplicable

**C : DECLARATION**

I , the duly authorized representative of the aforementioned company, hereby declare that all the information given in this application form is accurate and true, and SYAS reserves the right to reject or void my application should falsehood/inaccuracies be discovered in the application.

**Name and Signature of Declarant:** \_\_\_\_\_

**Company Stamp and Date:** \_\_\_\_\_