

International Agent Application Form



Please complete the information below, attach a copy of your valid Business Registration License/Permit with the form, and return to: International@coastmountaincollege.ca.

Coast Mountain College details:

- **Address:** 5331 McConnell Avenue, Terrace, BC Canada V8G 4X2
- **Telephone:** (+1) 250-635-6511

Agent Profile

Registered Company/Organization Name <i>(Full name must match official business registration permit)</i>	
Registered Company/Organization Address	
State/Prov/Pref	
Country	
Postal Code	
Company Phone Number <i>(Add country and area code)</i>	
Headquarters/Head Office Address <i>(If applicable, or if the head office address differs from the branch office)</i>	
Company Website	
Facebook	
Instagram	
YouTube	
Other Social Media Channels <i>(If any)</i>	

Primary Contact

First Name		Last Name	
Company Role			
Email Address			
Phone Number			
WhatsApp/Viber/Telegram/Zalora/Kakao (phone) number (if any)			

Signing Officer

First Name		Last Name	
Company Role			
Email Address			
Phone Number			
WhatsApp/Viber/Telegram/Zalora/Kakao (phone) number (if any)			

International Agent Application Form

- Please fill out the agent questions below.

Agent Questions

- 1. List the **specific country or countries** your organization intends to recruit students from for CMTN. These regions will be reviewed by our recruitment team to ensure alignment with CMTN's strategic recruitment goals.

Important: List only the country or countries where the agency has proven recruitment experience or a well-established network and capacity—unless a recruitment plan has been discussed with the CMTN recruitment team. Only approved countries will be included in the agreement and eligible for commission, subject to stable enrollment criteria.

- 2. Total number of offices and locations of agency (if applicable):

- 3. How long has your company been operating for overseas educational institutions?

 Years Month

- 4. How many of your staff are directly involved in counseling/advising students?

- 5. Have you or any of your staff received any education in Canada? If yes, please provide the details regarding the institution attended, duration of study, and the type of education pursued.

- 6. Which nationalities or countries do you primarily focus on for recruitment purposes?

Note: Only provide the major student populations.

- 7. How many students did you send overseas last year? Please specify the percentage of students and the countries you sent them to.

Country	<input type="text"/>	<input type="text"/>	%
Country	<input type="text"/>	<input type="text"/>	%
Country	<input type="text"/>	<input type="text"/>	%
Country	<input type="text"/>	<input type="text"/>	%
Country	<input type="text"/>	<input type="text"/>	%

Agent Questions

- 8. What programs did you send your students to? Specify the percentage of students in each level of education.

K-12	<input type="text"/>	%
Language School (ESL), Upgrading	<input type="text"/>	%
Vocational/Trades	<input type="text"/>	%
Diploma/Certificate	<input type="text"/>	%
Undergraduate	<input type="text"/>	%
Post-graduate	<input type="text"/>	%

- 9. Provide a list of the schools or institutions you currently have contracts with.

Note: Indicate if the schools or institutions are public or private sector.

Schools or Institutions in Canada

Universities or Colleges in other countries

- 10-1. Do you provide the following services to applicants:

- ☐ Counseling services
- ☐ Program and school selection and application
- ☐ Collecting all necessary documents and payments
- ☐ Language training (if applicable)
- ☐ Study permit and VISA (if applicable) application. If so, what is the success rate?
- ☐ Pre-departure briefing
- ☐ Accommodation
- ☐ Post Arrival Services.
- ☐ Others. Please specify:

- 10-2. Do you charge applicants a fee for the services listed above? If so, please provide full information as to how much the fee is and what services are covered.

Agent Questions

- 11. Do you provide the following services to institutions in Canada for whom you recruit students?

- ☐ Placing advertisements in the local media
- ☐ Attending local education fairs
- ☐ Setting up seminars/presentations
- ☐ Being interpreters on promotional activities
- ☐ One-on-one consulting sessions
- ☐ School visits
- ☐ Other. Please specify:

- 12. What are the main program areas that your students are primarily interested in?

- 13. How did you hear about Coast Mountain College?

- 14. Do you use social media for marketing purposes? If so, which platform?

Note: Please provide an example of a post.

- 15. Please list the support services you will require from Coast Mountain College.

Agent Questions

16: Please provide a detailed breakdown of any service fees you charge to students. These may include, but are not limited to, assessment fees, homestay arrangement fees, immigration application fees, and other related charges. Kindly include the specific service items and their corresponding fees to ensure full transparency. **Note:** If you do not charge any fees to students and your services are solely funded through commissions from partner institutions, please indicate “Not Applicable – commission-based only.”

Sample Answer:

We charge the following service fees to students:

- **Assessment Fee:** CAD \$80 (covers initial academic and language assessment; one time non-refundable)
- **Homestay Arrangement Fee:** CAD \$200 (one-time fee for finding and placing a student with a homestay family)
- **Immigration Application Assistance Fee:** CAD \$250 (for guidance and support with visa/study permit applications)
- **Airport Pickup Service:** CAD \$100 (optional, one-time fee for arranging airport transportation)

All fees are communicated to students in advance and documented in a written service agreement signed prior to any payment collection.

International Agent Application Form

References: Schools or Institutions

- Provide contact information for two references from the partnered institutions, to be used for a reference check (preferably in Canada).

Name of school or institution	
Contact Person and Position	
Telephone (country and area code)	
Email Address	
Location (city & country)	

Name of school or institution	
Contact Person and Position	
Telephone (country and area code)	
Email Address	
Location (city & country)	

Declaration

- I confirm that the information on the form is complete and accurate and that all essential information has been included. I agree that Coast Mountain College can process my information for my application and internal market research.

Signed _____

Print Name _____

Date _____

Please attach other promotion material, business card and/or brochures that you use to promote your services.