

AGENT REFERENCE CHECK

Date of reference	
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Agent details

Agent / Agency name	
Agent / Agency address	
Agent / Agency country	

Referee details

Referee institution name	
Institution address	
Referee name	
Referee position	
Phone Include all national/ local area codes	
Email The primary institution email address	

Is the agent working with or representing your institution?	YES	NO
Duration How long has the agent been working with or representing your institution?		

Reference

About the agent

Application quality In general, what is the quality of the applications submitted by this agent?	Excellent	Good	Fair	Poor	Other:
Payments and administration Please rate the agent with regard to payments and administration requirements	Excellent	Good	Fair	Poor	Other:
Student attendance Generally speaking, how is the attendance record of students referred by this agent?	Excellent	Good	Fair	Poor	Other:
Cooperation How cooperative/supportive is this agent with post enrolment issues/problems their students may have?	Excellent	Good	Fair	Poor	Other:

Referral numbers How many students are referred by this agent to your institution annually?	
Recommendation Would you recommend this agent?	YES NO Other:
Comments Do you have any additional comments?	

Declaration

I declare that this information is correct

Signed	
Date	

OFFICE USE ONLY

		Staff name	Signed	Date
Received	--			
Verified	YES NO			
Recorded	YES NO			
Notes				