

## 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

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

<b>Referral numbers</b> How many students are referred by this agent to your institution annually?	
<b>Recommendation</b> Would you recommend this agent?	YES                      NO  Other:
<b>Comments</b> 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				