

AGENT PARTNER APPLICATION

Dear Prospective Partner:

Greetings from San Diego! Thank you for your interest in promoting our programs. This is the first step in becoming an agent partner. Please note that you are applying to become an agent partner for the University of California San Diego Extension International Programs (EIP).

UC San Diego EIP consists of intensive and short-term English language programs, study abroad programs for university credit, professional certificates in Teaching English as a Foreign Language (TEFL) Business, and Paralegal, and custom programs for professional and academic development.

In order to promote the many programs offered through UC San Diego EIP, the following items must be submitted to the Marketing team at ipmarketing@ucsd.edu:

- Completed Agent Partner Application
- Two Letters of Recommendation
- Two References (if unable to submit two letters of recommendation)

Please do not send in the Agent Partner Application without the two letters of recommendation.

You will have 30 days from the date you receive this application to send a complete application and all supporting documents to the International Relations and Partner Development team. We will not keep incomplete applications past the 30-day deadline.

Thank you so much for your interest in promoting our programs. We look forward to a successful partnership with your agency.

Best Regards,

Gwen, Ivana, and Joy

International Relations
and Partner Development
UC San Diego Extension
International Programs
ipmarketing@ucsd.edu

AGENT PARTNER APPLICATION

Please complete the following information for evaluation purposes. An Agent Agreement will be sent after the International Relations and Partner Development reviews the completed Agent Partner Application, and two letters of recommendation from schools, universities, or private language providers with whom you work.

If we do not receive the completed Agent Partner Application and supporting documents within 30 days of the date you receive this application, we cannot establish an agent partnership with your agency. Please note: If you are a local business, we must have a copy of your business license for our files.

Full Company Name			
Mailing Address			
City		Postal Code	
Country			
Phone		Fax	E-Mail
Website Address			

Address where students go for counseling			
City		Postal Code	
Country		CNPJ (Brazil only)	

Main Contact Name to whom Commission payments should be addressed		Phone	
---	--	-------	--

Please note that we can only process payments to the Company Name or the Owner

Is This Person the Owner?		Country of Citizenship	
Title		Email	

Student Counselor Contact		Phone	
Title		Email	

Financial Contact		Phone	
Title		Email	

AGENT PARTNER APPLICATION

Tell us about your services:

Do you charge students a counseling fee?

- Yes \$ _____ No

Services provided:

- Visa Assistance
 Air Tickets
 Pre-departure orientation
 Other:

Note: You must disclose all applicable UC San Diego International Programs fees to your students.

Tell us about your clients:

Types of clients:

- University Students
 Travelers
 Secondary School Students
 Professionals

How many clients do you advise each year?

Tell us about your company:

When was your company established?

How many employees work in your organization?

- 1-5 6-10 10+

How do you promote your services?

- Newspaper/magazine ads Schools
 Presentations Posters
 Information Libraries Fairs
 Brochures Other:
 Website - URL:

Do you organize or participate in educational fairs in your country?

My company is a:

- Corporation Government Agency
 Proprietorship Non-Profit Organization
 Other

In order to be considered as an official agent partner, you must submit two letters of recommendation from two current references with contact details from universities, schools, or private language providers with whom you work. Letters of recommendation cannot be older than one year from the date of application for an agent partnership with UC San Diego Extension International Programs. Please do not send in an Agent Partner Application without the two letters of recommendation. If you do not have two letters of recommendation, please include two current references with contact details from universities, schools, or private language providers with whom you work:

_____	_____
School:	Contact person:
_____	_____
Email:	Tel:
_____	_____
School:	Contact person:
_____	_____
Email:	Tel:
_____	_____