



**STUDENT RECRUITMENT AGENT  
APPLICATION E-FORM**

We appreciate you spending the time to answer the questions in this form. There is a total of 5 parts to complete. Kindly complete all parts of the e-form and return electronically (email) together with the required supporting documents listed as a checklist in Part 5.

Please refrain from answering the section reserved for the SAIS Business Development staff, which is after Part 5.

Please be assured that information provided is only for confidential use of SAIS, the information provided will enable us to establish the best way to proceed with our partnership.

**Part 1: Agent Company Overview**

Name of Company (in English)	
Name of Company (in native language, if any)	
Correspondence Address	
Recruitment Territories:	
Business Registration No.:	
Date of Establishment:	
Name of Company Owner:	
Name of Contact Person:	
Contact Person's Job Title:	
Email:	
Landline:	
Mobile:	
Facsimile:	
Office website:	
Skype/MSN/Yahoo/QQ ID:	



### Part 2: Agent Recruitment Experience and Background

2.1 Are you an agent of any Cognita schools?

No  Yes, please indicate the school name(s)?

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2.2 How many years have you been in the K12 student recruitment industry?

- 1 year or less (*Please provide your business plan*)  
 2 years  
 3 years  
 4 to 5 years  
 5 to 6 years  
 6 to 7 years  
 8 years and above

2.3 How many staff is employed in your company?

1 to 3  4 to 6  7 to 10  11 to 15  16 to 20  Others: \_

2.4 Please list the countries where you are recruiting students from.

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2.5 Do you have any branch offices?

No  Yes, please indicate below:

Location of Branch office	Key Contact Person	Email & Contact

2.6 How many students do you send to Singapore K12 international schools each year?  1

to 5  5 to 10  11 to 20  21 to 50  51 to 100  Others: \_\_\_\_



**Part 3: Agent Services and Recruitment Knowledge**

3.1 Are you familiar with Singapore CPE EduTrust policy on agent’s requirement?

No  Yes

3.2 Are you familiar with Cognita’s Safeguarding Policy?

No  Yes

3.3 Select the type of assistance provided to students/families (You may tick more than one)

- English language training courses
  - Assistance in family relocation
  - Student counseling
  - Student services: assistance student visa application submission, immigration advice, etc.
  - Pre-departure briefing
  - Others, please specify:
- 

3.4 Do you charge students / families any service fees?

- No
- Yes - Please provide details for the fees charged for each service.

3.5 Do you conduct your own education fairs?

- No
- Yes, please provide details (Frequency, location, target audience, participation cost)

3.6 Select the recruitment channels utilised by your agency (You may tick more than one)

- Exhibitions
- Seminars
- Advertisement
- Newspaper
- Website
- Collaboration projects

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



**Part 4: Agent Recruitment Plan**

4.1 How many students would you propose to recruit for SAIS in Singapore within an academic year?

4.2 What is your recruitment / marketing plan?

4.3 Please outline reasons why you would like to become a student recruitment agent for SAIS?

**Part 5: Supporting Documents Checklist**

**Please check that you have enclosed the following compulsory documents along with this application form.**

	Business registration certificate
	Business References (Copy of Certificate of Representation from another International School in Singapore (preferred) or overseas)
	Student Recruitment License (If applicable)
	Business plan (if applicable)

*Please note that the business registration and student recruitment license certificates are required to be officially recognized English-translated versions.*

I, the undersigned on behalf of the company, confirm that the information provided in this form and documents submitted to be true and accurate.

**Full Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature Date**

**COGNITA**



**For Official Use**

<b>Recommendation by Business Development Manager:</b>			
<input type="checkbox"/> <b>Reject:</b>			
<input type="checkbox"/> <b>Approve:</b>			
<b>Recruitment Territory/Territories:</b>			
<b>Proposed Contract Terms</b> <b>Date of appointment:</b> <b>Date of Expiry:</b>			
<b>Designation</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>

<b>For Official Check and Approval by Management:</b>			
<b>Approved and Endorsed by Director of Admissions</b> <b>Remarks:</b>			
<b>Designation</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>