



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

ENGLISH LANGUAGE INSTITUTE

**Prospective Agent Information Form**

**The information you supply will remain confidential.**

**Please attach your company brochure and any other supporting documentation.**

Note that this form is for organizations which seek to contract as an agency to refer students to the ENGLISH LANGUAGE INSTITUTE at the University of Tennessee. If you seek a contract to refer students for University of Tennessee undergraduate or graduate programs, contact Jim Hamrick at [jhamric1@utk.edu](mailto:jhamric1@utk.edu).

<b>Name of organization</b>	
<b>Registered company name (if different)</b>	
<b>Registered address</b>	
<b>Name of owner</b>	
<b>Name of Chief Executive (if different)</b>	
<b>Street Address</b>	
<b>Postal Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Website</b>	
<b>Name of Primary Contact Person</b>	
<b>E-mail of Primary Contact Person</b>	



9. Does your agency serve students who wish to:  
(check all that apply)  
 study English Language?  
 study short academic programs (semester exchanges)?  
 pursue undergraduate degrees?  
 pursue graduate degrees?
10. Do you charge students themselves a fee for the services you provide (including assistance in obtaining a visa)? If so, please give details.
11. Is there a professional agent association in your country, and are you a member?  
Are you a member of any other professional networks or associations?

### **Experience in Recruiting International Students**

1. When did your company begin operating as an education agent?
2. What services would you offer to the University of Tennessee as a representative (promotions, exhibitions, student counseling)? What is your current recruiting strategy?
3. Have your advisors/counselors had personal experience in the United States?

**Please return this form to:**

**Dr. Jim Hamrick**

**Director**

**English Language Institute**

**University of Tennessee, Knoxville TN 37902 USA**

**Fax: +1-865-974-6383 or E-mail: [jhamric1@utk.edu](mailto:jhamric1@utk.edu)**