



## Representative Information Form

### 1. COMPANY INFORMATION

Name of company: (as on company registration certificate)	
Address of Main Office:	
Main Contact Name:	
Position:	
Phone number(s):	
Email address:	
Website:	
Mission and values statement:	
Background of principals/owners:	
Details of legal authorization to operate, business licensure and certifications/credentials:	
Membership in relevant professional associations:	

### 2. RESOURCES

How many offices do you have?		
Which cities/regions are these offices based?		
Number of counsellors in each office?		
What kind of training do staff undergo?		
Number of staff who have been employed by the Agency:	Less than 1 year?	
	1 to 3 years?	
	More than 3 years?	
If sub-agents are used,	Number, names and	



please, supply the following information:	address of sub-agents:	
	Nature of work performed (e.g. student advisement, application assistance, etc.)	
	How do you ensure the on-going training, professional development and consistency of representation by your sub-agents?	

### 3. SERVICES TO STUDENTS

Please detail the services you provide to students and families during the recruitment and application processes:	
Do you make any charges to students for your services? If yes, for which services and what is the charge?	
Do you offer counselling in your office(s) only, or also by letter, phone, e-mail or Skype?	
Do you offer pre-departure briefings for your students?	

### 4. RECRUITMENT

Which countries do you recruit from/want to represent?	
How long have you been recruit international students?	
How many students have you recruited to Hungary or	



other European countries last year?	
What is your application to enrolment conversion rate?	
Name of the Universities you currently represent, and in each case, the number of years:	
Please, specify the main subject areas students enquired about:	
Please, describe the methods you use to promote the agency's services to prospective students, including copies of or links to promotional materials:	
Do you organise any recruitment events? (if yes, please, state)	
Please, describe the methods you use to assess the legitimacy and readiness of prospective students:	

### 5. ADDITIONAL INFORMATION

Please, specify which degree programmes offered by the University of Pécs would be interesting for your students:	
Do you provide written market plans and written report to client institutions? If so, how often?	
What kind of activities do you expect from the University of Pécs to do to support your work?	
How many students do you think you could recruit for the University of Pécs in the first year?	



Please, provide any additional information you think may be useful:

## 6. REFERENCES

Please, name two universities you are currently working with and which we can contact regarding the services you provide to them:

	Reference 1	Reference 2
Name of the university:		
Location:		
Contact name:		
Position:		
E-mail:		
Phone number:		
How many students have you already sent them?		

Please, name two students and/or their parents who you have served and sent to abroad to study:

	Student 1	Student 2
Name of the student:		
E-mail:		
Phone number:		
Which university did you recruit the student for?		