



EDUCATION AGENT APPLICATION FORM

Instructions to Applicant

Thank you for considering TMIS as a potential partner in education. If you decide to apply to become a registered TMIS agent please:

- 1) complete all sections in this application form and sign off by authorised signatories
- 2) provide a certified copy of business registration from your country
- 3) provide a certified copy of overseas student recruitment license from the relevant authorities (if applicable)
- 4) send the application form and certified copy of all supporting documents via email or post
- 5) provide referees from the Education Industry (if applicable)

Please provide the above documents/ information to TMIS in English / Chinese OR translated into English / Chinese

Contact Information

Email address: registration.intl@tmis.edu.sg
Postal address: 190 Clemenceau Avenue, #06-21/26
Singapore Shopping Centre
Singapore 239924

Note: Please only send copies as TMIS will retain all documents submitted with this application.

Agent Obligations

Before making application you should be familiar with the following:

- TMIS Agent Code of Conduct
- TMIS website (www.tmis.edu.sg)

It is also recommended that you view the following websites to familiarise yourself with Singapore's Education system:

- Casetrust for Education (<http://www.case.org.sg/>)
- Singapore Education Guide for International Students (<http://app.singaporeedu.gov.sg/asp/index.asp>)
- Ministry of Education Singapore (<http://www.moe.gov.sg/education/private-education/foreign-student-admissions/>)
- Singapore Quality Class (SQC) for PEO (<http://www.spring.gov.sg/Pages/Homepage.aspx>)

Upon successful application, TMIS will display your contact details on the institute website for the benefits of prospective students seeking to find an education agent.

TMIS will send you two copies of the Education Agents Contract for your signature. You will be requested to sign both copies of the Contract, one copy to be retained for your records and the other copy to be sent back to TMIS.

1. Applicant Details

Type of Business

Sole Proprietorship Partnership Private Limited Public listed Others

Business trading name:

Business registration number:

Applicant name:

Postal address:

City _____ Postal code _____ Country _____

Branch office location:

Contact name: _____ Contact Phone _____

Contact's designation:

Fax: _____

190 Clemenceau Avenue • #06-21/26 Singapore Shopping Centre •

Singapore 239924

Phone: (65) 6238 8688

Fax: (65) 6238 8088

Email: info@tmis.edu.sg

Web: www.tmis.edu.sg

ROC: 198703018M



Email: _____ Website: _____

Number of years in education consulting business: _____

Number of staff in student recruitment: _____

What training have you or your staff undertaken with regards to International recruitment?

Do you charge a student service fee? Yes No

What services do you provide to students?

What marketing activities do you engage in

Number of students referred to Singapore educational institutions over the past 3 years?

Please list any other Institute/University/Educational institution you have represented or currently represent in Singapore.

2. Proposal

Please outline the support services you can offer to students

What do you believe is the most effective marketing strategy to employ in your particular area, region or market?

What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?

Why did you choose to represent TMIS and what do you think TMIS strong points are?

Please list the names of two (2) referees in international education who can vouch for you and your company's standing and their contact details.

1) Name: _____

Position: _____

Company: _____

Email: _____

Fax: _____ Phone: _____

2) Name: _____
Company: _____
Email: _____
Fax: _____ Phone: _____

Declaration

I (name) _____ representative
of (Organisation name) _____,
agree that the information that I have provided herein to TMIS is true and
correct at the time of submission.

Signed _____ Date: _____

Position: _____

For Internal Use Only

Submitted by _____ Date: _____

Approved by _____
Head, International Recruitment Chief Executive Officer