



# **Central Institute of Technology and Innovation – Education Agent Application Form**

## **Instructions**

Thank you for your interest in becoming an authorised Education Agent representing Central Institute of Technology and Innovation (CITI).

As part of our commitment to maintaining high standards and compliance with the National Code of Practice for Providers of Education and Training to Overseas Students <https://www.education.gov.au/esos-framework/resources/standard-4-education-agents> CITI requires all prospective education agents to complete this Education Agent Application Form in full.

**This Education Agent Application Form has three (3) sections.** Please ensure all sections of the Education Agent Application form are completed and that all the necessary documents are attached. Incomplete applications will **not** be processed.

## **Section 1: Document Checklist**

No	Requirement	Details	Checklist
1	Certificate of Business Registration	Provide a copy of the business name registration certificate.	<input type="checkbox"/>
2	Company Profile	Please provide a detailed profile of your company.	<input type="checkbox"/>
3	Physical Office Address	Please provide any document confirming that the office space is either rented, leased or owned. Online or freelancer work is not accepted.	<input type="checkbox"/>



No	Requirement	Details	Checklist
4	Qualified Education Agent Counsellor (QEAC) Certificate	Education counsellors must hold a valid QEAC certificate. Please provide the certificate(s).	<input type="checkbox"/>
5	Migration Agents Registration Authority (MARA) Certificate	At least one migration agent is based in the office location. Please provide the MARA certificate or the membership details	<input type="checkbox"/>
6	References	Please provide two (2) references from higher education institutions, preferably from Australian public universities or private higher education providers.	<input type="checkbox"/>

## Section 2: CITI Agent Code of Conduct

CITI Code of Conduct	All education agents must acknowledge that they have read, understood, and agree to abide by the ethical guidelines and standards documented by CITI. The code of conduct can be downloaded from the <a href="#">CITI website</a> .
You have read and understood the CITI Code of Conduct	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 3: Education Agent Information Details

### 1. Company Details

Company Name	
Trading Name (if applicable)	



<b>Principal Contact Person</b>	
<b>Primary Email</b>	
<b>Alternate Email</b>	
<b>Mobile</b>	
<b>Telephone</b>	
<b>Website</b>	
<b>ABN</b>	
<b>Year Established</b>	
<b>Company Registration No</b>	
<b>Place of Registration</b>	
<b>Date of Registration</b>	
<b>Expiry Date</b>	
<b>Principal Address</b>	
<b>Suburb/City</b>	
<b>State, Postcode, Country</b>	
<b>Number of Staff Employed</b>	



## **2. Other Office Details (Onshore and Offshore)**

Office Location	
Full address	
Primary Contact Person	
Mobile	
Email	

Office Location	
Full address	
Primary Contact Person	
Mobile	
Email	



### **3. Conflict of Interest**

Is your company affiliated / associated with any other businesses (Higher Education institute, Business School, Migration, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	

### **4. Recruitment Information**

Number of students you recruit annually	
Target Markets	
What percentage of your student placements is allocated to each education sector?  <ul style="list-style-type: none"><li>- University</li><li>- Private Higher Education</li><li>- Vocational Education and Training</li><li>- High School:</li><li>- English School:</li><li>- Others</li></ul>	