Thank you for your interest in becoming an educational consultant for Boise State University’s Intensive English Program. The Intensive English Program at Boise State University is a full-time, academically-focused program that prepares students for university degree programs and professional careers.

We are proud of our reputation as a program with high academic standards and superior student support services. Consultants who represent our program must share our values and our focus on our students.

Please respond to the following questions. We will review your responses. Representatives will be selected based on shared values and on compatibility between our organizations.

Please type your responses. You may submit this document via mail, email (Word or PDF please) or fax using the information below at the end of the document.

**Agency Information**
Please give your agency’s exact official name, address, telephone, fax, email, and URL:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Name of CEO, President, Director, or Lead Consultant _________________________________________
Email:________________________________________________________________________________
Telephone:___________________________________

Name of preferred contact person:________________________________________________________
Email: ________________________
Telephone _____________________ Fax____________________________

Please provide a copy of the company license or certificate of operation.

**Agency Structure and Professional Standards**

What year was your agency founded? __________________________

How many staff members do you have? ______ Part-time _______ Full-time

Please list all certifications your company currently has:

_____________________________________________________________________________________

Does your staff attend the NAFSA, TESOL or ICEF workshops or conferences? ______ Yes ______ No
Which conferences do you attend? __________________________________________________________
Please list any other professional organizations to which you/your company belong:
________________________________________________________
________________________________________________________

Do you represent other intensive English language in the United States? ______

**Services and Markets**

How many students have you placed in the U.S. in the past year? ________________

Which kind of students do you typically send to the U.S.? (Check all that apply)
_____Individuals
_____Groups
_____Professionals
_____Special interest: __________________________________________

List the native languages of the students you send:
__________________________________________
__________________________________________

What services do you provide? (Check all that apply)
_____Placement (assisting students seeking admission to US institutions)
_____Recruitment (working to attract students to particular institutions or programs)
_____Advising/counseling (assisting students in deciding whether an education in the U.S. would help them attain their educational goals, whether it is practical to consider, and which programs may be right for them)
_____Travel Arrangements
_____Arrange home stays
_____Prepare students for visa interviews: provide information and assistance
_____Phone or email support after arrival in the US.
Describe: ____________________________________________
____ other: please list______________________________________________

How do you market your services?
_____Brochures
_____Direct mail / Email
_____Printed magazine ads
_____Participate in other organizations’ exhibitions and fairs
_____Web advertising
_____Personal references from alumni
Please mark which of the following service fees that are charged to prospective students by your company:

_____ Brochures
_____ Application forms
_____ Advice
_____ Help in completing the application process
_____ Help in completing the visa process
_____ Fee for admission obtained
_____ Any other service: please describe ________________________________

Are prospective students informed that your company is paid a commission by the school the student is referred to? ____________________

If students are admitted to English language programs, do you also make arrangements for the students’ admission to university academic programs after their language study is complete?

_____ Yes _____ No

Boise State University offers conditional admission for Boise State University degree programs to qualifying IEP students. Do you have students interested in conditional admission?

_____ Yes _____ No

Do you explain to the students that they should expect to spend at least one semester at the institution which issued them the I-20? _____ Yes _____ No

Were you referred as an agent to the Boise State University Intensive English Program by another agent? If yes, please list this person’s name and contact information:

..........................................................................................................................

Have you been an agent for the Boise State University IEP in the past? _____

If yes, please list year of most recent valid contract. ______

References
Please list the name, school, and e-mail address of three individuals at three different US academic institutions who have received students from you in the past year. We will contact them on your behalf for a performance recommendation.

1.
2.
3.

Please read the Code of Ethics from NAFSA: Association of International Educators at http://www.nafsa.org/pdf/CodeofEthics.pdf
I have read and agree to the Code of Ethics established and implemented by NAFSA: Association of International Educators. I understand that should my agency be approved by the Boise State University Intensive English Program I must abide by these ethics.

I also understand that even if I become an agent for the Boise State University Intensive English Program (IEP), that I may receive commissions only for Intensive English Program students. Boise State University does not pay commissions on students that are accepted to undergraduate, technical or graduate programs.

I understand that this survey does not in any way stipulate an agency or consultant relationship with the Boise State University IEP but rather this is used solely to gain information about the level and quality of services I might provide the IEP in the future.

Questionnaire completed by (signature): __________________________________________

Typed name:  ________________________________________________________________

Date of Signature: __________________________________________________________

Please fax, mail or email all pages of the completed questionnaire and a copy of your promotional materials about your own agency to:

Intensive English Program
Boise State University
1910 University Drive
Boise, Idaho 83725-1126 USA

Tel: +1 (208) 426-1921
Fax: +1 (208) 426-2113

If you have questions about this survey please contact:

Ms. Kate Udall/Stephanie Marlow
Intensive English Program
kateudall@boisestate.edu or stephaniemarlow1@boisestate.edu