



RECRUITMENT REPRESENTATIVE APPLICATION FORM

RECRUITMENT REPRESENTATIVE APPLICATION PROCESS

Thank you for your interest in working with the University of Manitoba. This application is for potential representation of the following University of Manitoba programs:

- Undergraduate programs
- English Language Centre (ELC)
- Masters of Business Administration (MBA)*
- Master of Finance (MFin)*

*NB – Other than the aforementioned programs, the University of Manitoba's Faculty of Graduate Studies does not work with agents.

To assist you in the process of applying, we have created a checklist. Please complete the following:

- ☐ Complete the recruitment representative application form by answering all questions completely.
- ☐ Request references from three (3) partner universities or colleges in Canada, the USA, the UK, Australia, New Zealand or Ireland. For your convenience, we have an approved reference form [here](#). References should be sent directly from the referee to lisa.kachulak@umanitoba.ca and be received within 4 weeks of application submission.
- ☐ Send the completed application form to lisa.kachulak@umanitoba.ca

Incomplete applications will not be considered.

If your application is approved, the University of Manitoba will:

- Send you the University of Manitoba's Recruitment Representative Agreement for your signature and;
- Request that the signed agreement be returned for processing.

COMPANY PROFILE

Company legal name: _____

Other name(s) your company is known by (abbreviation or local name): _____

Street address: _____

Town/city: _____ State/province: _____

Country: _____ Postal code/zip code: _____

Email: _____

Phone: _____

Website: _____

Skype: _____

CONTACT INFO

DIRECTOR/OWNER

Title: _____

Name: _____

Phone: _____

Email: _____

Skype: _____

MAIN CONTACT (if different from director/owner)

Title: _____

Name: _____

Phone: _____

Email: _____

Skype: _____

FINANCIAL/COMMISSION CONTACT (if different from above, for the purposes of processing commission payments)

Title: _____

Name: _____

Phone: _____

Email: _____

COMPANY DETAILS

Year founded: _____

Please provide a brief profile of your company: _____

Number of staff members: _____

Number of offices: (please list office locations, including addresses)

Number of sub-agencies: (please list sub-agents)

Partnerships with other agencies: (please list other agencies)

Is your company IRCC accredited? (if yes, please list the staff who are accredited):

Associations / affiliations / training certificates with relevant organizations (please list):

ABOUT

Please indicate the geographical territories you are recruiting **from**: _____

Please indicate the geographical territories you are sending students **to**: _____

Please advise if you plan on recruiting students to or from any other geographical territories:

What type of programs do you send students to? (Please enter a percentage of students your company sends to each type of program):

High school _____ %

University – Undergraduate (Bachelor’s degree) _____ %

University – Postgraduate (Master’s, PHD) _____ %

University – pathway programs _____ %

other (please specific other): _____ %

Total 100 %

What percentage of all the students you send to degree programs begin their studies with an English language program? ____%

Do you provide visa services to student? _____

If yes, what is your company's Visa success rate (please enter student visa success rate as a percentage):

What other services to do you provide to students?

Please provide details of the fees you charge students?

Is someone on your team a regulated Canadian Immigration Consultant accredited through ICCRC?

Does anyone on your team have any other professional designations you wish to share?

Have you sent any student to the University of Manitoba in the past? If so, please provide their name(s) and student number(s):

MARKETING

What media do you use for advertising? _____

Where do you source your students from (check all that apply):

local schools ____

online advertising ____

social media ____

educational fairs ____

word of mouth ____

test centres ____

other _____

UNIVERSITY OF MANITOBA AFFILIATION

Do you currently represent Navitas (and the International College of Manitoba)? (Yes/no) _____

If yes, please indicate how long you have been working with Navitas: _____

Do you work with any other educational institutions in the province of Manitoba? (yes/no) _____

If yes, please provide institution names:

Please list the names of 5 – 10 universities you work with in Canada, the US, UK, Australia, New Zealand or Ireland:

INTENT TO REPRESENT THE UNIVERSITY OF MANITOBA

Please indicate 3 highlights/advantages of each of the following:

The University of Manitoba and its programs:

1. _____
2. _____
3. _____

Winnipeg:

1. _____
2. _____
3. _____

Manitoba:

1. _____
2. _____
3. _____

Canada:

1. _____
2. _____
3. _____

Please use the space provided to tell us why you want to work with the University of Manitoba, and how you intend to represent our institution, city, province and country.

DECLARATION

I have completed this application as an expression of my interest to represent the University of Manitoba as a recruitment agent. Should I be successful in my application, I agree that at all times I will represent the U of M in an honest and professional manner. I declare that the information provided is accurate and that any false or misleading information may result in an automatic rejection of my application or subsequent termination of my U of M contract should I be awarded a contract in the future.

Signed _____

Name (please print): _____

Organization: _____

Position: _____

Date: _____

FIPPA

This personal information is being collected under the authority of The University of Manitoba Act. It will be used to contact you via mail, email or telephone with information regarding your application, about the admission process and the programs and activities offered by the University, and for any administrative matters relating to your business. It will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.