



Riverside International Student Education  
Services aux élèves internationaux de Riverside

# RISE AGENT APPLICATION FORM

Riverside School Board only works with authorized agents and offers contracts to established agencies and/or agents. Commission will only be paid to authorized agents who are approved and have signed a contractual agreement with Riverside School Board. Commission will be paid once referred students have registered and paid all fees and proper agent invoicing has been received. If you are interested in becoming an agent for Riverside School Board – International Student Education, please complete and submit the following form.

## AGENCY INFORMATION

Legal Name of Agency

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Year Established

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Agency Address:

Street Name and number

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City, Province/ State (if applicable)

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Country

Postal Code

Agency Phone Numbers

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List of Additional Offices and Locations (if applicable)

Full Name (Last Name, First Name) and Title/ Position  
of person responsible for signing the agreement

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Primary Contact (Last Name, First Name) and Title/ Position

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E-mail Address

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Website URL

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Membership with other agencies, if any (eg. ICEF)

Which country or countries does your agency  
currently recruit from, if any?

Do you charge prospective students a fee for your services?

Yes; Please attach a copy of your fee sheet.

No

What services do you provide students?

Application / Enrollment Support

Travel Arrangements

Homestay Accommodation

Travel / Medical Insurance

Immigration Assistance

Other \_\_\_\_\_

Is someone at your agency licensed under the Immigration Consultants of Canada Regulatory Council (ICCRC) to provide Immigration advising to students?

Yes

No

Have you or a staff member ever visited Canada?

Yes

No

Is your agency registered as an Educational Agency?

Yes

No

Which institution(s) do you currently represent in Canada? (if applicable)

How did you learn about Riverside School Board?

What makes your agency stand out?

How would your agency promote Riverside School Board?

For which sectors would you like to recruit?

Youth Sector (Grades K to 11)

Vocational Sector

Adult General Education / Languages

Summer Camp

Other \_\_\_\_\_



## REFERENCES

Please provide references and contact information for three Canadian and/or American post-secondary institutions to which you have referred students.

### Reference #1

Legal Name of Agency

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Phone Number(s)

---

Country where Institution is located

Canada

USA

City where Institution is located

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E-mail

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How many students did you recruit for this institution for the latest fall intake?

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Province/State where Institution is located

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Contact Person Name & Position/Title

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### Reference #2

Legal Name of Agency

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Phone Number(s)

---

Country where Institution is located

Canada

USA

City where Institution is located

---

E-mail

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How many students did you recruit for this institution for the latest fall intake?

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Province/State where Institution is located

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Contact Person Name & Position/Title

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### Reference #3

Legal Name of Agency

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Phone Number(s)

---

Country where Institution is located

Canada

USA

City where Institution is located

---

E-mail

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How many students did you recruit for this institution for the latest fall intake?

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Province/State where Institution is located

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Contact Person Name & Position/Title

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## TERMS & CONDITIONS

By submitting this application form, you are certifying that all statements are true and complete and that no information has been withheld.

**PLEASE ATTACH A COPY OF YOUR AGENCY LICENSE**

Applicant Name (Last , First Name)

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Position

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Signature

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Date

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