



The rising STAR of Texas

**INTERNATIONAL STUDENT RECRUITER AND CONSULTANT
QUESTIONNAIRE**

Texas State University is dedicated to the highest standards of integrity in all of its policies and practices. International student recruiting partners and consultants must be certified and in good standing with AIRC and demonstrate ethical and transparent processes and outcomes with student clients and university partners.

Please complete and email or mail to:

International Affairs
Texas State University

Email: intlaffairs@txstate.edu

Texas State University

1. Please give the exact official name of your company and its website:

In English: _____

In Your Native Language: _____

Website: http://www. _____

2. If your company has used other names in the past five years, please provide them here:

3. Please provide the following contact information.

Contact Person: _____ (Family/Last Name) _____ (First Name)

E-mail Address: _____

Mailing Address: _____

Tel: _____ Fax: _____ (include country + area code)

4. Is your company officially registered in your country?

Yes No

If yes, please fax or include with this questionnaire a copy of the business registration certificate.

5. If your company has a U.S. Federal Tax Identification number, please provide it:

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6. For how long has your company been providing education and/or travel services?

7. Please list names and titles of officers of the company.

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

8. How many employees does your company have in each of the following categories?

Full-Time _____ Part-Time _____

9. How many branches does your company have?

City	Contact person (First name/Last name)	Email address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please provide this information on additional paper if needed.)

10. Please note how many staff members were educated in the United States:

U.S. undergraduate degree _____ U.S. non- degree study _____

U.S. graduate degree _____

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11. What services does your company provide? (Check all that are applicable.)

- | | |
|--|---|
| <input type="checkbox"/> Placement in U.S. academic programs (for students) | <input type="checkbox"/> Advising/counseling |
| <input type="checkbox"/> Placement in ESL programs (for students) | <input type="checkbox"/> Travel arrangements |
| <input type="checkbox"/> Recruitment of students (for schools or other programs) | <input type="checkbox"/> Arranging home stays |
| <input type="checkbox"/> U.S. educational resource library | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Preparing students for visa interviews | <input type="checkbox"/> Job placement |

12. Please check all the types of institutions/programs to which you help your clients apply:

- | | | |
|--|---|--|
| <input type="checkbox"/> Secondary Schools | <input type="checkbox"/> Two-year institutions | <input type="checkbox"/> Four-year institution |
| <input type="checkbox"/> University-based ESL/Intensive English Programs | <input type="checkbox"/> Graduate Programs | |
| <input type="checkbox"/> Non-university-based ESL/Intensive English Programs | <input type="checkbox"/> Junior study vacations | |

13. Please indicate the types of clients with whom you work:

- Individuals Groups Executives

14. How many of your clients were admitted to the following types of programs in the last twelve months?

_____ University-based ESL/Intensive English programs	_____ Four-year institution(Bachelor's degree)
_____ Junior study vacations	_____ Two-year institution (associate's degree)
_____ Graduate program	
_____ Other (please specify) _____	

15. Please list the number of students recruited for university level study for the past five years.

Number: _____	Year: _____
Number: _____	Year: _____
Number: _____	Year: _____
Number: _____	Year: _____
Number: _____	Year: _____

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16. How do you market your services? (Please check all that apply.)

- Brochures Website Web Ads
- Magazine Ads Direct Mail Exhibitions and Fairs
- Alumni Referrals Other (please specify)

17. Do you organize educational fairs?

- Yes No

If yes, please specify: _____

18. Do you participate in educational fairs?

- Yes No

If yes, please specify: _____

19. Has any college or university given you contractual authority to make admission commitments to students?

- Yes No

If yes, please specify: _____

20. Do you interview clients when they return to your country to evaluate the program they attended?

- Yes No

If so, do you share this information with the program?

- Yes No

21. Are you AIRC certified?

- Yes No

22. Have you attended an ICEF training event?

- Yes No

23. How does your office verify the accuracy of, or provide analysis of, a student's academic records?

(Please provide this information on additional paper if needed)

24. How does your office ensure employees and partners comply with AIRC standards?

25. Beyond AIRC, what other certifications, best practices and values define your office's approach to international recruiting?

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26. Please provide at least 3 references (with names and contact information) from universities with which you are contracted. We may contact them?

(1) _____

(2) _____

(3) _____

25. Please include any additional comments or ideas that may help us in making our decision:

Questionnaire completed by:

Signature _____

Name (Please print) _____

E-mail _____

Date _____