



LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

International Agent Application

If you are interested in pursuing a partnership with LWTech, please complete this application form and submit it with a copy of your business license with English translation.

Submit your application to:

Lake Washington Institute of Technology
 International Programs and Global Education
 Room East 215
 11605 132nd Ave NE
 Kirkland, WA 98034

Or Via email: agents@lwtech.edu

For additional information or questions

Phone: (425) 739-8145
agents@lwtech.edu

AGENCY INFORMATION

Agency Name: _____
Official or legal name of the agency

Street Address _____

Street Address (continued) _____

City _____ State/Province _____

Country _____ Postal Code _____

Website URL _____

AGENCY EXECUTIVE

Please provide information about your agency's executive (principal owner, director, or president)

First Name _____ Last Name _____

Title _____ E-mail Address _____

Office Phone _____ Mobile Phone _____

AGENCY CONTACT

Use Executive's Info (mark this box if the primary contact person is your agency's executive listed above)

First Name _____ Last Name _____

Title _____ E-mail Address _____

Office Phone _____ Mobile Phone _____

AGENCY STATISTICS

Please provide information about your agency's history, licensing, and typical student distribution

Year the agency was established _____ Number of students sent to the U.S. last year _____

Which countries do you recruit students from?	Countries
	1. _____ 3. _____
	2. _____ 4. _____

Do you have other branch locations? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Locations
	1. _____ 3. _____
	2. _____ 4. _____

THE U.S. STUDENT DISTRIBUTION

Approximate number of students your agency sends to the U.S. every year that intend to study the following:

Intensive English Program (IEP) Only _____
Bachelor's Degree Programs _____
Associate Degree Programs or Professional Certificates _____
University Transfer _____
High School Completion _____
Short-term or Special Programs _____

ADDITIONAL INFORMATION

Please Provide the following additional information.

How did you hear about LWTECH?

- Other educational/recruitment agencies
- Language school
- Teacher, advisor, friend or relative
- Education Fair
- Embassy or consulate
- LWTech website
- Advertisement
- LWTech students
- Other Referral

Please provide the name, location, or URL of the source of your agency's referral to LWTECH

Anticipated number of students to LWTech: _____

AGENCY REFERENCES

Please provide 2 references from other U.S. colleges or IEP/ESL programs at public institutions you are currently work with

REFERENCE 1		REFERENCE 2	
Institution:	_____	Institution:	_____
Contact:	_____	Contact:	_____
Phone:	_____	Phone:	_____
Email:	_____	Email:	_____

AGENT RESPONSIBILITIES

All agents are responsible to provide pre-departure orientation services regarding visa requirements and visa processing, program, options, and travel. In addition, it is the responsibility of all agents to work with LWTech for airport pickup and student housing arrangements.

Please provide a detailed description of how your agency will provide the services mentioned above:

LEGAL SIGNATORY

As an authorized agency signatory, I certify that the information provided in the application form is true and accurate, and I understand that Lake Washington Institute of Technology (LWTECH) reserves the right to terminate any and all relationships with agency or its representatives if LWTECH discovers, or has reasonable suspicion, that any information provided in this application is false or misleading.

Name and Title of signatory (Please Print)

Signature

Date