



**RECRUITMENT AGENTS APPLICATION FORM**

**Instruction of Applicant**

Thank you for considering Stanford Academy Agent, please:

- 1) Complete all sections in this application form
- 2) Provide a certified copy of Business Registration from your country/ Company Profile/ Certificate of Business registration and/ or Company Licence
- 3) Provide referees from the Education Industry (*if applicable*)
- 4) NRIC/ PASSPORT COPY of applicant/ the Company's Contact person
- 5) Brief plan for marketing/ promotional activities for Stanford Academy
- 6) Other supporting documents (if applicable)/ Referees

**Note: The information that you supply on the form and documents will be treated as confidential.**

**Contact Information**

**To:** Dr. Yupei Bernice Gao  
**Email Address:** [bernice@stanford.edu.sg](mailto:bernice@stanford.edu.sg) / [info@stanford.edu.sg](mailto:info@stanford.edu.sg)  
**Phone No.:** +65 - 6565 9786, +65 - 6560 5559  
**Postal Address:** 1 Kay Siang Road Level 11 & #09-02 Singapore 248922

Note: Before application,

1. The interested applicant must be familiar with the Student Recruitment Agent Code of Conduct;
2. The interested applicant must be familiar with the Singapore Education system, Rules and regulations of regulatory bodies and policies and procedures of Stanford Academy, which are available at [www.ica.gov.sg](http://www.ica.gov.sg) , [www.ssg.gov.sg](http://www.ssg.gov.sg), [www.stanford.edu.sg](http://www.stanford.edu.sg)
3. The applicant must agree to attend the trainings provided by the School;

SA will, upon approval of your application, provide you with two copies of the Contract between the School and Student Recruitment Agent for your signature. You will be requested to sign both copies of the Contract, one copy to be retained for your records and the other copy to be sent back to Management of Stanford Academy.

Upon approval of your application, Stanford Academy will display your contact details on the School website for the benefits of prospective students seeking to find an appointed agent of the School.

Thank you for your interest in becoming our Student Recruitment Agent!

**Section A: Applicant/ Contact Person Details (all fields are compulsory.)**

<b>Name:</b>	<b>Gender: Male (   ) Female (   )</b>	<b>Date of Birth:</b>
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<b>Postal Address:</b>
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<b>(Overseas) Address:</b>
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<b>Nationality:</b>	<b>Local Contact No: 65</b>	<b>Overseas Contact No:</b>
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<b>Identity card/ Passport No:</b>	<b>Email address:</b>
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**Section B: Personal Education Background (if applicable)****Qualifications obtained from schools, Schools and universities**

S.N	Institute Name & Country	Year of graduation	Qualification Gained	Major Field of Study
1.				
2.				
3.				

Proficiency in English: Good (   ) Fair (   ) Poor (   )

**Section C: Information about Organization/ Company (If applicable)**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Fax & Contact No.:** \_\_\_\_\_

**Company Email Address:** \_\_\_\_\_

**Company Website:** \_\_\_\_\_

**Contact Person's Name** \_\_\_\_\_

**Contact Person's Position at the Company** \_\_\_\_\_

**Section D: Experience and Background (as Recruitment Agency/ Agent)**

Country/ Territory to conduct the recruitment activities:

Expected total students to send per annum: (       )

Years in Recruitment Industry: \_\_\_\_\_ years

Years in Education Industry: \_\_\_\_\_ years

Is agent/ agency currently representing any PEI in Singapore? Yes. (    ) No. (    )

If yes, provide the name of PEI in Singapore:

Have you previously been engaged in dishonest practices, including the deliberate attempt to recruit a student where this clearly conflicts with the Private Education Act or the rules of the regulatory bodies?

Yes

No

**Section E: Applicant Declaration**

I am interested in representing your Stanford Academy as a Student Recruitment Agent and I agree to do so in an honest and professional manner. I agree to

- Abide by the Code of Conduct for Agent;
- Conduct my Student recruitment activities in an honest and professional manner;
- Regularly monitor policies and regulations, and all subsequent updates to these as reported on Stanford Academy Website;
- Read the EduTrust Guidelines and documents from SSG website and agree to adhere to the relevant criteria;
- Attend the briefings, trainings and meetings convened by Stanford Academy without absence;
- Submit the reports instructed by the management of Stanford Academy;

The information that I have provided in this Application Form is accurate to the best of my knowledge and may be verified by the SA or its relevant parties. I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of the Contract that I have signed with SA.

**By Agency (if applicable)**

The agency hereby declares that the information provided in this form and any attachment is true and correct at the point of submission. The applicant \_\_\_\_\_, the undersigned on behalf of the company, confirm that the information provided in this form and all attachments to this form is true and correct.

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

NRIC/ Passport No: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR INTERNAL USE**

Approval by the Selection Committee:

Name of Selection Committee	Objection / No Objection (Please cross the box for selection)	Reasons for objection	Signature / Date
Dr. Bernice Gao (Chief Executive Officer)	<input type="checkbox"/> Objection <input type="checkbox"/> No Objection		
Ms. Mar Lar (Academic Affairs Director)	<input type="checkbox"/> Objection <input type="checkbox"/> No Objection		
Ms. Iris (HOD (Business Management))	<input type="checkbox"/> Objection <input type="checkbox"/> No Objection		

**This session is to be completed when the applicant needs a review based on SC3.****FOR SC3 MEETING:**

Date of Committee meeting: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Academic Affairs Director: \_\_\_\_\_

HOD (Business Management): \_\_\_\_\_

Remarks (if any): \_\_\_\_\_

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