



Agent Agreement Application

Please fill out this agency agreement application and submit along with the requested documents to:

Dr. Manuel A. González, Executive Director of International Enrollment
Moravian College
1200 Main Street
Bethlehem, PA 18018

Email: gonzalezm02@moravian.edu
Phone: 610-861-1644
Fax: 610-625-7930
www.moravian.edu

Agency Information

Official Agency Name (Use English Alphabet):

The business named on this application is properly licensed to conduct business in the area of educational counseling/consulting? Yes No

From how many offices, including headquarters and any branches will the business named in this application send student admission applications to Moravian College?

Agency Contact

President/Director Name:

President/Director email address:

Agency Physical Address

Street Address:

Street 2:

Building/Room Number:

City:

State/Province:

Country:

Postal Code:

Office Phone:

Office Fax:

General Office Email:

Agency Mailing Address

Street Address:

Street Address 2:

Building/Room Number:

City:

State/Province:

Country:

Postal Code:

Main Agency Contacts at Above Location:

Contact 1

Name:

Title:
Email:

Contact 2
Name:
Title:
Email:

Contact 3
Name:
Title:
Email:

Contact 4
Name:
Title:
Email:

Contact 5
Name:
Title:
Email:

Contact 6
Name:
Title:
Email:

Agency Profile

How long has your agency been operating in the area of educational consulting?

How many students has your agency sent to the U.S.A. in the past 2 years?

What countries do your students come from?

What are your students' nationalities?

Please submit in addition to this application:

1. Your agency business license. The name on the business license must be the same or similar to the official agency name listed here. Licenses written in languages other than English are acceptable, however non-English licenses must be accompanied by an official English language translation.
2. Your company profile written on your company letterhead. Your company profile is a description of your agency, usually including your agency's history (when it was founded); number of employees; and description of services. Company letterhead generally includes the company's official name, contact information and logo.
3. Your preferred method of payment. Agencies that work with us on a commission basis may choose to be paid commissions by wire or by check. Agencies requesting payment by wire must submit a form containing the details of a business bank account into which commission payments may be wired. The name on the business bank account must be the same as or similar to the agency name listed above. If you are unable to establish a business bank account into which funds may be wired, we will send your payment by check. Checks are made payable to the agency's business name, and are sent to the agency's business address.
4. For agencies with more than one office: We require contact information for the agency headquarters and ALL agency branch offices from which admission applications may be sent. To be considered a branch office, the branch must have the same company name as the name of the headquarters. If your agency has more than one office, you will be required to send a list of all offices, plus mailing addresses, email addresses and other contact information for each one.