

# The University of Tennessee at Chattanooga

## AGENT PROFILE FORM (APF) – FOR INTERNATIONAL STUDENT RECRUITMENT

**1. GENERAL INFORMATION: Please complete clearly. Use additional paper if required.**

**(A) GENERAL INFORMATION**

(1) Company Name:	
(2) Address:	
(3) City:	(4) Year Company Established:
(5) Country:	(6) Number of Employees:
(7) Telephone:	(8) Email:
(9) Fax:	(10) Web Site:
(11) Company Registration number:	(12) Number of students sent abroad per year:
(13) Name of your main bank:	(14) Bank routing #: Bank account #:
(15) Bank address:	(16) Bank phone #
(17) Summary of any changes in your company's ownership during the last 5 years:	

**(B) Chief Executive Officer**

(1) Name:	(2) Title:
(3) Address:	
(4) City:	(5) Telephone:
(6) Country:	(7) Fax:
(8) Cell:	Email:

**(C) Chief Financial Officer**

(1) Name:	(2) Title:
(3) Address:	
(4) City:	(5) Telephone:
(6) Country:	(7) Fax:
(8) Cell:	(9) Email:

**(D) US Market Manager**

(1) Name:	(2) Title:
(3) Address:	
(4) City:	(5) Telephone:

(6) Country:	(7) Fax:
(8) Cell:	(9) Email:

### (E) US Marketing Staff

(1) Name:	(2) Title:
(3) Address:	
(4) City:	(5) Telephone:
(6) Country:	(7) Fax:
(8) Cell:	(9) Email:

## 2. Profile

### (A) Branch Information

Please provide the list of the branches your company owns. Attach the list if you have more than 5 branches.		
Address	Name(s) of Manager(s) at the branch	e-mail address
(1)		
(2)		
(3)		
(4)		
(5)		

### (B) References

Please provide us two references in the US. (Please provide us the names of the persons at US universities.)				
University	Name of your contact	Title	E-mail	Phone #
(1)				
(2)				
Have you ever worked with universities in Tennessee? If yes, please provide names of the universities.				
Name of University	Name of University	Name of University	Name of University	
Top 5 names of the universities you sent your students (last three years)				
Country	Name of the university			# of students
(1)				
(2)				

(3)		
(4)		
(5)		

**(C) I-20/DS2019**

Do you want us to mail I-20/DS2019 to the student? If NO, please provide us an address for I-20 delivery.		Yes	No
Name	Address	Telephone	E-mail

Questionnaire completed by:			
Name:	Title:	Signature:	Date:
<b>FOR UTC International Office USE ONLY</b>			
Evaluated By:	Initials		Date:
Remarks:			
<b>FOR UTC BUSINESS OFFICE USE ONLY</b>			
Approved By:	Initials		Date:
Remarks:			
<b>FOR UTC Vice Chancellor OFFICE USE ONLY</b>			
Approved By:	Initials		Date:
Remarks:			
Vendor Registration Number Allocated:		Not Approved:	<input type="checkbox"/>
Remarks:			

The completed form can be sent via email to: [international@utc.edu](mailto:international@utc.edu)