



**AGENCY INFORMATION AND PRICING INFORMATION**

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

Organization Name: \_\_\_\_\_

Primary Contact Person or Company Officer: \_\_\_\_\_

Number of Staff Members: \_\_\_\_\_ Date Business Founded: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business License Number: \_\_\_\_\_

(English translation must accompany this document)

Do you have any other office locations? If so, please list: \_\_\_\_\_

Names of all responsible parties must accompany this document along with their background check information

**List ALL Fees Charged by Agent in US Dollars (not including IEE program and/or insurance fees)**

Trainee Category: 6 months \_\_\_\_\_ 12 months \_\_\_\_\_ Work & Travel Category: \_\_\_\_\_

Intern Category: 6 months \_\_\_\_\_ 12 months \_\_\_\_\_

What do your fees include? SEVIS fee: yes no Embassy Application Fee: yes no

Travel to the U.S.: yes no If yes, cost of travel \$ \_\_\_\_\_ Administrative Fee: \$ \_\_\_\_\_

List any other fees (administrative or otherwise) your agency charges students and what they are for: \_\_\_\_\_

Cancellation Policy: \_\_\_\_\_

Work & Travel Program Dates: From \_\_\_\_\_ To \_\_\_\_\_

**U.S Embassy/Consulate Contact**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cooperator Initials \_\_\_\_\_/Date: \_\_\_\_\_

IEE initials \_\_\_\_\_/Date: \_\_\_\_\_



Please describe how the agent will assist the participant in scheduling and attending the interview appointment at the U.S.

Embassy/Consulate: \_\_\_\_\_

Please describe how the agent will assist the participant in arranging travel to and within the United States:

After visa issuance, will the participant's passport be: \_\_\_picked up from the Embassy/Consulate or \_\_\_delivered to the participant?

Other programs offered by your organization: \_\_\_\_\_

Other U.S. Sponsors you are currently working with: \_\_\_\_\_

Number of work and travel students sent to U.S. in previous year: \_\_\_\_\_ Denial percentage rate: \_\_\_\_\_

Number of Interns/Trainees sent to the U.S. in previous year: \_\_\_\_\_ Denial percentage rate: \_\_\_\_\_

How are your participants recruited? \_\_\_\_\_

How do you screen your participants for: 1) English: \_\_\_\_\_

2) Program Eligibility: \_\_\_\_\_

Describe your company pre-departure orientation: *NOTE: A copy of your company pre-departure orientation must accompany this document:* \_\_\_\_\_

Signature of Company Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Cooperator Initials \_\_\_\_\_/Date: \_\_\_\_\_

IEE initials \_\_\_\_\_/Date: \_\_\_\_\_