



Date:

Mr. /Ms.:

Dear Sir/Madam

GUIDELINES FOR RECRUITERS OF COURSES OFFERED BY ICAS TRAINING AND EDUCATION COLLEGE (ICASTECH)

Thank you for your interest in becoming an International Student Recruiter (ISR) for courses offered at ICAS Training and Education College (ICASTECH)

Please find enclosed an Application Form requesting to be appointed as an International Student Recruiter and the terms and conditions governing your appointment i.e. Annex 1A (Agent Declaration) and Annex 2A (Agent Recruit Schedule Plan).

Kindly sign the attached application form and return to us together with the following documents (all copies in English):-

- i. Certified true copy of your company's registration documents (e.g. Business registration, incorporation certificates);
- ii. Certified true copy of your registered address;
- iii. A short summary of your organization's business and marketing plan;

The relevant documents should be sent to our registered address and addressed to the Business Development – International Student Recruitment Department.

Upon receiving the relevant documents, our Company shall send you a confirmation form informing you of your appointment as our authorized recruiter. Please note that without the confirmation form, you shall not hold yourself out as an International Student Recruiter.

We welcome you and wish you success in your endeavors.

Best regards

ICAS TRAINING & EDUCATION COLLEGE

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