**Expression of Interest to Represent**

**Niels Brock Copenhagen Business College**

To ensure information quality and a high level of customer service, agents must complete or have completed the Expression of Interest Form. If chosen, the agent is then required to attend an online Agent Academy and pass an Agent Exam. Upon completing the Academy and passing the exam, the agent will receive an Agent Certificate. This certification is mandatory to proceed with recruitment of students on behalf of Niels Brock.

**Section 1: Company Details**

Company Name

Registration Number

Date of Registration

Street Address

Place of Registration

Expiry Date



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|  | Postal/Zip Code |  |  |  |  |  |  | Country |  |  |  |  |
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|  | Agency Website |  |  |  |  |  |  |  |  |  |  |  |
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Is the organization known by any other name/s? *If yes, please specify*

**Section 2: Contact Details**

**Please provide details of the Chief Executive Officer/ Director for the company**

Title

Other Qualifications



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|  | First Name |  |  |  |  |  |  |  |  | Family Name |  |  |  |  |
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| Email | Phone |

**Please provide details of the Marketing Officer for the company**

Title

Other Qualifications



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|  | First Name |  |  |  |  |  |  |  |  | Family Name |  |  |  |  |
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| Email | Phone |

**Please provide details of other key staff for the company**

Title

Other Qualifications

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|  | First Name |  |  |  |  |  |  |  |  | Family Name |  |  |  |  |
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| Email |  | Phone |
| Title | First Name | Family Name |
|  | Position |  |
| Other Qualifications |  |  |
| Email |  | Phone |

**Section 3: Company Background**

**Are you affiliated with any particular education institutions (universities, colleges, schools) in your country/countries of operation?** *If yes, please specify*

**Are you affiliated with any other businesses (i.e.: travel agencies)?** *If yes, please specify*

**Which Financial Institution/Bank do you work with?**

**From which country/countries will you primarily be recruiting students from?**

**How long has your company operated as an education recruitment agency?**

**Have you or any of your staff ever visited Copenhagen, Denmark and/or Niels Brock?**

**Please provide a brief outline of your company’s business description, company background and objectives (or attach company profile)**

**Please give details or attach specific methods to achieve above objectives**

**Please state your understanding of Danish Government requirements for students and tourists who wish to undertake studies in Denmark**

**State your company’s knowledge and experience in referring students**



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|  | **Section 4: Company Portfolio** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Please state which Educational Institutions you already represent** |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Name of Educational Institution** |  |  |  | **Period** |  |  |  | **2018** |  |  | **2019** |  | **2020** |  |  |  |
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\*Actual number of students who commenced study at each named institution

**Please outline your procedures to assist students to make their education choice at Niels Brock. Please include a brief description of your target market and the strategies you intend to use to capture them.**

**Please give full details of any other fees or commissions you charge or intend to charge the applicant for the processing of a student application.**

**How many students do you believe you could successfully refer to Niels Brock’s International Department?**

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| 2023 |  |  |  | 2024 |  |  |  | 2025 |  |  |
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**Section 5: References**

**Referee 1**

Institution

Name of Contact Person

Phone

Email

**Referee 2**

Institution

Name of Contact Person

Phone

Email

**Referee 3**

Institution

Name of Contact Person

Phone

Email

**Do you give permission to the Niels Brock Recruitment Office**

**to contact your references above?**

**Any further details to support your ‘Expression of Interest’**

I confirm that the answers and details provided are true, accurate and to the best of my knowledge and I authorize you to approach any of my referees to collect any further information necessary.



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| **Name** |  |  |  | **Position** |  |  |
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| --- | --- |
| **Signature** | **Date** |

Please email to:

Niels Brock Copenhagen Business College, Recruitment Office at agentrecruitment@brock.dk

Updated February 2023