NEW ZEALAND COLLEGE OF BUSINESS AGENTS APPLICATION FORM

For education agents applying to represent New Zealand College of Business

Version: November 2026

About this form

New Zealand College of Business (NZCB) is a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code). Under clause 38 of the Code (Outcome 9, Process 2: Managing and monitoring education agents), NZCB must carry out and record reference checks on potential education agents, enter into a written contract with each agent, and monitor each agent's performance and conduct. NZCB uses the information in this form for these purposes.

Please complete every section in English. Write "N/A" where a question does not apply, and attach the documents listed under "Evidence" in Section A.

Sections in this form

A	Agency details	**E**	Commission payment details
B	International student recruitment experience	**F**	Referees
C	Knowledge of New Zealand education	**G**	Privacy statement
D	Marketing detail	**H**	Declaration and consent

SECTION A AGENCY DETAILS

Legal name of agency	
Trading name(s), if different	

Company Director and main contact

	Company Director	Main contact (if different from Company Director)
Position / Job title		
Title	☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Other	☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Other
First name		
Family name		
Telephone		
Email address		

Type

- ☐ Private Company
- ☐ Government Department
- ☐ Private Individual
- ☐ Other

Evidence

- ☐ Company Registration Certificate / Business Licence
- ☐ Passport or national ID of the Company Director or individual applicant
- ☐ New Zealand immigration adviser licence(s), if any staff hold one
- ☐ Agent training certificates, if any
- ☐ Schedule of fees charged to students, if any

Contact details

Postal Address			
Street Address			
Telephone		Mobile	
Email			
Website			
Social media used for recruitment			

Representative in New Zealand

Name	
Address	
Telephone	
Email	
Immigration adviser licence no. (if any)	

Note: anyone in New Zealand who gives immigration advice, including advice on student visas, must be a licensed immigration adviser or be exempt under the Immigration Advisers Licensing Act 2007.

Business activity

Description of Business Activity	
Years Established	
Country/Cities Covered	
Are you registered officially in your home country? Please provide registration detail	
Do you have offices that operate independently from head office? Number of offices / locations (List)	

Associations / affiliations / training certificates with any other relevant organisations (List).	
Do you have any staff members who are licensed New Zealand immigration advisers? Please provide names and licence numbers.	
Have any of your staff completed New Zealand-specific agent training (e.g. the ICEF Academy New Zealand Education Agent Course, developed with Education New Zealand)? Please list names and completion dates.	
Has your company, or any individual within your company, ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes?	

Integrity and compliance

Has any education provider ever terminated or suspended an agreement with your agency? Has your agency, or anyone working for it (including sub-agents), ever been investigated, warned or sanctioned by Immigration New Zealand, the Immigration Advisers Authority, NZQA or any other government agency? If yes, please give details.	
Do you use sub-agents (another agency or person who refers students to you or prepares any part of their application)? If yes, list each sub-agent and explain how you select and monitor them. *The Code's definition of an education agent includes subcontracted agents, so NZCB needs to know every agent involved in an application.*	
Do you have any actual or potential conflict of interest in representing NZCB (for example, a family or business relationship with an NZCB staff member, or a financial interest in accommodation or other services you may recommend to NZCB students)? If yes, please give details.	

SECTION B INTERNATIONAL STUDENT RECRUITMENT EXPERIENCE

Total number of student counsellors/advisers employed	
What are the nationalities of the students you recruit?	
Which countries do you send most students to?	
Which education levels do you recruit most students for? (could choose more than one if applicable)	☐ English school ☐ Primary ☐ Secondary ☐ Foundation ☐ Diploma / vocational ☐ Undergraduate ☐ Postgraduate
Besides commission, do you charge student clients any type of additional fee at any stage? Please provide details and attach your current schedule of fees.	
Do you collect tuition fees or any other payments from students on behalf of education providers? If yes, explain how you hold these funds and when you transfer them to the provider.	
How many students did you recruit last year in total?	
How many for New Zealand providers?	
Do you have a company brochure? If yes, please provide a copy (preferably in English)	

SECTION C KNOWLEDGE OF NEW ZEALAND EDUCATION

Do you have current working arrangements with any providers in New Zealand? Please advise names of three such institutions that you represent	
Do you assist students with travel and immigration requirements?	
If yes, where do you give this advice (in New Zealand or offshore), and which visa types does it cover? *Under the Immigration Advisers Licensing Act 2007, education agents outside New Zealand are exempt from licensing only when they advise on student visas. Any immigration advice given in New Zealand, and any advice on other visa types, requires a licensed immigration adviser or another exempt person.*	
What information do you give prospective students about studying, working and living in New Zealand (for example, costs, refunds, insurance, accommodation and work rights), and how do you keep it up to date?	
Are you familiar with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, which replaced the 2016 Code on 1 January 2022? How do your staff learn about its requirements?	
Are you familiar with the London Statement (Statement of Principles for the Ethical Recruitment of International Students by Education Agents and Consultants), which New Zealand agreed to in 2012?	
How many students does the agency anticipate sending to New Zealand per year?	
Which of our programmes of study is the agency most interested in?	

SECTION D MARKETING DETAIL

Please indicate the geographical territories you will recruit students from (List)	
Where do you source your students? (Please enter a percentage of students recruited from each source)	Local school relationships .....____ % Online advertising campaigns .....____ % Hosting expos, fairs and/or seminars .....____ % Operating or supporting an international foundation.....____ % Referrals from sub-agents .....____ % Word of mouth.....____ % Other .....____ %
What media, including social media platforms, do you use for advertising?	
New Zealand student visa approval rate for your applicants in the last 12 months (%), with the number of applications lodged and declined. NZCB may ask for copies of decline letters.	
What services do you provide to students (for example, pre-departure briefings, accommodation, airport pick-up and support after arrival)?	
What system do you use for checking the students have the required English language proficiency and other academic entry requirements?	
How do you verify that student documents (academic records, English test results, financial and identity documents) are genuine before you submit them to NZCB or Immigration New Zealand?	
Do you interview prospective students (and, where appropriate, their families) before you submit an application? Please describe the process.	
How do you handle complaints from students, and how would you tell NZCB about a complaint involving an NZCB student?	

SECTION E COMMISSION PAYMENT DETAILS

GST Registration Number *(Applicable to NZ agents who are registered for GST only)*	

For agent who is not NZ GST registered or is an overseas agent, total commission paid will be GST exclusive

Please fill in your mean of payment.

❑ **Telegraphic Transfer**	
Payee Name	
Bank Name and Branch	
Bank Address	
Bank Account Number	
Swift code	
Currency to be remitted in	

Please note that NZ banks do not deal with Taiwanese Dollars, Korean Won, Chinese Ren Min Bi or Indian Rupee.

SECTION F REFEREES

Please provide the name and contact details of two (2) referees from professional institutions. Ideally, these referees will be New Zealand education providers that you currently represent. Clause 38(a) of the Code requires NZCB to carry out and record reference checks, so NZCB will contact both referees. This section must be completed.

	First referee	Second referee
Institution		
Contact name		
Position		
Email		
Phone		
Relationship to your agency, and since when		

SECTION G PRIVACY STATEMENT

NZCB collects the personal information in this form to assess your application, to carry out and record the reference checks the Code requires, and to manage and monitor your agency if NZCB appoints it. NZCB may also collect information about your agency and its staff from your referees, Immigration New Zealand, Education New Zealand, other education providers and public sources.

NZCB may share information about your agency's performance and conduct with NZQA, Immigration New Zealand, Education New Zealand or the Immigration Advisers Authority where the law requires or permits this, including to report known or suspected misconduct. If you do not provide the information requested, NZCB may be unable to consider your application.

NZCB stores this information securely. Under the Privacy Act 2020, each person named in this form may ask NZCB for access to, and correction of, their personal information by contacting hello@nzcb.ac.nz.

SECTION H DECLARATION AND CONSENT

I am interested in representing New Zealand College of Business as an educational representative and I agree to do so in an honest and professional manner. On behalf of the agency named in this form, I declare and agree that:

- the information I have provided is true and correct, and I am fully aware that any false or misleading statements may result in an automatic denial of my application or subsequent cancellation of my agent contract;
- the agency will act in accordance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 and will comply with all relevant laws, including the Immigration Advisers Licensing Act 2007 and the Privacy Act 2020;
- the agency will follow the principles of the London Statement, give prospective students current, accurate and honest information, and make sure any translated material about NZCB is consistent with the English version;
- the agency will not engage in any conduct that is false, misleading, deceptive or in breach of the law, and will check that student documents are genuine before submitting them to NZCB or Immigration New Zealand;
- the agency will disclose to NZCB every sub-agent or other person involved in an application, and will not use a sub-agent for NZCB applications without NZCB's written approval;
- the agency will inform NZCB promptly of any complaint about its services to NZCB students, and of any investigation or action taken against the agency by a government agency;
- NZCB may contact the referees named in this form, other education providers, Education New Zealand and other relevant organisations to verify the information provided;
- the agency authorises Immigration New Zealand to release the agency's student visa performance data to NZCB;
- NZCB may report known or suspected misconduct by the agency to NZQA, Immigration New Zealand, Education New Zealand or the Immigration Advisers Authority; and
- submitting this form does not appoint the agency as an NZCB agent, and an appointment starts only when both parties sign a written agent agreement.

Name of Authorised Representative of Agent	
Position / Job title	
Signature	
Date	

FOR NZCB OFFICE USE ONLY

Application received (date)	
Referee 1 check (date, checked by, outcome)	
Referee 2 check (date, checked by, outcome)	
Other checks (e.g. company registry, IAA register, INZ performance data, online search)	
Decision (approved / declined) and reasons	
Approved by (name, position, date)	
Agent agreement signed (date) and next review date	