Recruitment Representative
(International Education Agents) Review Process

International Education Agents interested in working with NBCC must first apply to become a Recruitment Representative.

To apply to become a NBCC Recruitment Representative, you must complete a 3-step screening process:

**Step 1: Submit the following information to agent@nbcc.ca:**

- Detailed information about you and, if applicable, your company
- Detailed information about your primary recruitment market(s), including cities, recruitment tactics, and targets
- A completed NBCC Recruitment Representative Profile
- Contact information for three references from Canadian, British, or American institutions (ideally Universities or Colleges) with whom you have worked in the past (scanned reference letters will not suffice)

The International Education Office will review these documents to determine whether your services align with NBCC's recruitment standards, strategy, and goals. Your references will be contacted directly.

Please refrain from sending generic advertisements, flyers, etc. These will not be considered. Voicemail messages and mass emails will also not be considered.

The Director of International Education may at any time decline to accept applications from agents in which NBCC has sufficient representation.

**Step 2: Interview**

Once the International Education Office is satisfied with your proposal and references, you will be invited to interview (typically via Skype) and discuss your strategies in more detail.

**Step 3: Contract**

Approved Recruitment Representatives are placed on a standard, one-year trial period contract and will be provided with comprehensive training on NBCC programs and basic admission requirements.

During the trial period, Recruitment Representatives are expected to recruit a prescribed number of students to NBCC. The prescribed number will depend on the market and NBCC’s goals. Recruitment Representatives are only compensated for applications submitted during the contract period. NBCC Recruitment Representative compensation rate is in keeping with industry standard.

Recruitment Representatives who successfully recruit the prescribed number of students during the trial period and conduct business ethically and professionally to the credit of students may be invited to enter into a formal representation agreement with NBCC for a longer term.

All successful Recruitment Representatives must sign NBCC's standard NBCC RECRUITMENT REPRESENTATIVE AGREEMENT.