

Guidance notes for Agents for International Students for Kingston College

Researching Kingston College

Thank you for your enquiry to become a representative/agent for Kingston College. Currently we have a large number of these enquiries and in order for us to establish which representatives will be able to work sincerely working on our behalf we ask prospective agents to begin by:

1. Researching Kingston College

- a. Researching the International Section of the Kingston College website in particular: [Kingston College International Website](#)
- b. Choose which course you would like take. The current online prospectus is available to download: [Online Prospectus](#)

[Full Time English Courses](#) CEFR B2 – Courses start throughout the year

[Kingston College University Foundation Certificate for International Students](#)
NQF Level 3 – only start in September

[All other Subjects](#) NQF Level 3 – only start in September

Please refer to these [Term Dates](#) for the academic year (guideline only)

Taking the above information into account we would expect our potential agent to start preparing their students' documents in time to send their applications in order to ensure that all the correct information is provided to Kingston College and to allow time for the student to apply for the student visa. (We suggest we should receive the completed application form and supporting documents at least 2 months before the start date of the course).

2. Researching your students

All applications must be made online, please use this link to apply for a course: [Apply Now](#) When you or the student completes the application make sure that you put your agency details clearly in the contact section on the form. You must provide Kingston College with the documents that support the student's application. By researching the Entry Requirements for the

course the student is applying for the agent must scan and email a copy of the supporting documents to:
international@kingston-college.ac.uk

The guidelines below should be followed in order for the student to be accepted on their chosen course of study;

- Complete application with all sections of filled in [Apply Now](#) please ensure that you state when the student will be starting
 - Attach copies of their educational certificates (e.g. High School Certificate) The agent must check that the student has the correct level of academic achievement for the course they are applying for.
 - Attach a character reference (from a school teacher, employer or reputable institution)
 - Attach an English language Certificate stating which level was attained.(e.g. IELTS) The agent needs to check that the student has the correct level of English
 - A copy of the student's current passport
 - If your student is applying for an Arts/Music course they need to provide a portfolio of work (examples of work) e.g. a minimum of 5 pieces of work preferably sent in via electronic media.
3. When we have received all this information we will present the complete application to the tutor for assessment. The tutor will approve the application or advise otherwise.
 4. When the course tutor has accepted the student's application, we will send an offer letter via email to you and ask that you confirm all the details are correct. The letter asks for a deposit payment (between £2,000 - £3,500).
 5. Once we have received the deposit we will send a CAS number along with a CAS Statement to support the student's visa application in their own country. We will email this to the agent for final checking prior to posting.
 6. Please be advised of the guidelines for CAS numbers and for other information supporting the student's application for a visa:
<http://www.ukba.homeoffice.gov.uk/employers/points/sponsoringmigrants/sponsoring-students/>
 7. Throughout the application process we expect our agents to keep us informed on the progress of the student's visa application. We would also expect them to support the student until they arrive at Kingston College. (e.g. travel arrangements, accommodation and general welfare issues)

We are happy to send an Agent agreement when we have received suitable applications. As a United Kingdom Border Agency (UKBA) Highly Trusted Sponsor Licensee we are only able to accept students who are suitably qualified for the courses we provide. They should not be over qualified or under qualified. We expect agents to have comparative systems at their disposal to check the suitability and equivalency of qualifications. We have found in the past that agents who sincerely wish to recruit international students on behalf of Kingston College will take the time and make the effort to ensure the whole student experience is a positive one.

Commission rates are as follows:

15% for academic courses (only on the first year of the course).
15% for Full time English Courses

Payment is made on submission of invoice from you once the student has paid their tuition fee in full.

Please complete and return this questionnaire for our records to help us check if your services match our requirements.

Your Company Contact Name:	
Company Name:	
Full Company Address:	
Main Country Represented	
Company Telephone Number:	
Company Email Address:	
Company Fax Number:	
Company Web Address:	
Do you hold a Licence to operate as a provider of education information?	
Licence number or registration:	
Are you applying for a Licence?	
Which Level of Course do you specialise in?	
Which course subject areas do you specialise in?	
How long have you been referring students to partner organisations?	
In the last year, how many Students have you referred to these organisations?	
How do you support students with the application process?	

Do you charge fees to your student? If a fee is charged how is this fee broken down?	
How will you support Kingston College with marketing?	

Questionnaire

In addition we ask all our agents to complete and return a questionnaire. However we would suggest that agents can provide applications as soon as they have suitable students.

International Advisor
Anstee House
[Kingston College](#)
Kingston Hall Road
Kingston on Thames
KT1 2AQ
Tel +44 (0)20 8268 2925
[Kingston College International](#)
See us on [YouTube](#)

Kingston College is a Highly Trusted Sponsor for the UK Border Agency