YOU ARE INVITED TO APPLY TO BECOME AN INTERNATIONAL STUDENT RECRUITING REPRESENTATIVE for The New Intensive Courses In English (NICE) Program and/or the University Preparation (UP) Program

PURPOSE AND SCOPE: In order to maintain a stable enrollment and diverse student body that will ultimately boost the international enrollment at UHM, the International Programs of Outreach College is interested in contracting a pool of qualified Recruiting Representatives (RRs) who may be paid on a commission basis for referring students to these programs:

1. New Intensive Courses in English (NICE) - 10-week sessions (http://www.nice.hawaii.edu/nice/10week.asp)
2. University Preparation (UP) undergraduate and graduate Programs (http://outreach.hawaii.edu/up/)

Limitations: State of Hawaiʻi procurement regulations do not allow for unlimited payment of commission to RRs. The International Programs of Outreach College (IPOC) has been granted an exemption to the regulations with certain limitations:

- the total number of RRs that can be contracted each year
- the number of RRs that can be contracted from different parts of the world
- the amount of commission (percentage and total per year per agent) See sample agreement for details.
- the contract must be limited to one year but may be renewed contingent upon a required annual review and the renewal of the program’s exemption.

APPLICATION PROCESS: Interested RRs are invited to submit applications during our annual campaign. Prospective RRs are encouraged to carefully review the NICE and UP Programs as well as the Service Agreement to ensure a good fit.

Applications received after the annual campaign shall also be considered if the maximum number of RRs has not yet been reached for the area represented by the applicant. All agreements will end at the end of the calendar year regardless of when they go into effect.

RRs must fill out the Recruiting Representative Application completely and accurately, and submit it along with the following:

1. Cover Letter that includes the RR’s vision for recruitment for NICE/UP
2. Company Profile
3. Business Registration
4. W8BEN (or other appropriate tax form)
5. Signature(s) on NAFSA Statement of Ethical Principles

2440 Campus Road, Box 447, Honolulu, Hawaiʻi 96822
telephone: (808) 956-3414, fax: (808) 956-3421
web: www.nice.hawaii.edu
An Equal Opportunity/Affirmative Action Institution
Application materials and references will be reviewed by the International Programs Marketing Committee. The committee will select those RR applicants that are expected to best represent the programs. Criteria to be considered include:

1. Stability and experience of the RR
2. Experience and success with recruiting for similar programs in the U.S.
3. Services provided and fees charged (if any)
4. Knowledge of Hawai‘i and insights into marketing educational programs in Hawai‘i
5. Familiarity with U.S. Department of Homeland Security student visa regulations
6. Willingness to abide by ethical standards applicable to international student recruitment
7. Methods used to recruit students
8. Area of coverage within the country (ideally the RRs selected for each country will cover different areas within the country).

RRs will be notified of acceptance within three weeks of the closing of the annual campaign period. The Service Agreement outlining the responsibilities and procedures of the working relationship shall then be executed and signed by appropriate representatives of each organization. The agreement will go into effect on the date of the final signature and will remain in effect until the end of the calendar year unless terminated under the terms of the agreement.

CONTACT: Judy Ensing, Director
International Programs of Outreach College
University of Hawai‘i at Mānoa
2425 Campus Road, Sinclair 301
Honolulu, Hawaii 96822 USA
Phone: (808) 956-3414
Fax: (808) 956-3421
Email: ensing@hawaii.edu
Website: http://www.nice.hawaii.edu