**Becoming a representative for the Abbotsford International Program**

Thank you for your interest in becoming a representative for the Abbotsford International Program.

Please follow the steps below:

* Sign, scan and return your agent agreement to us so that we can register you in our system. Sooner is the better, as you will receive information updates that we send out periodically. When you have students it saves time starting applications if the agreement is already in place.
* Check out our website [http://international.abbyschools.ca](http://international.sd34.bc.ca) There is additional information there about our schools, programs and community, with profiles, pictures and videos. Be sure to watch the videos, they give you a good idea of how our program works. We also update information on fees, procedures, dates etc there.
* While you are there, have a look at the agent area [http://international.abbyschools.ca/agent](http://international.sd34.bc.ca/agent)

This is a “non-searchable” page which has additional information just for our partners

* Go to [http://international.abbyschools.ca/how-to-apply](http://international.sd34.bc.ca/how-to-apply) , follow the instructions and set up an agent account so that you can enter online applications on behalf of your clients. It is easy, just enter the email that you registered on the agreement as the user and use” abbotsford” as the default password….. After you have created the account you can change the password. Please be sure to fill in all applications completely, as it slows the process down if information is missing.
* If you ever have questions about a *potential* student, please always be sure to include
	+ The student’s date of birth
	+ If the student is coming for a single semester / one year / one year plus
	+ When the student will start: September / February / other start time?
	+ Any information about the student that may influence our decision
* Let us know if you would like to receive some of our printed brochures, and if so, how many? You can see PDF’s of our brochures on our homepage [http://international.abbyschools.ca](http://international.sd34.bc.ca) Tell us if there is any other information that you need?
* Tell us if you have any plans to visit the Vancouver area. We would be happy to schedule a tour of our schools so that you can see our facilities, but more importantly meet the people who take care of your students.
* We travel to different markets. Let us know which of your offices have good potential for highschool, we will do our best to visit them so that we can meet your staff and train them.
* Ask us about online training. If we cannot visit all your offices we can set up online sessions with your staff so that we can answer all of their questions.
* Keep your eyes open for updates which we email out from time to time.
* Stay in touch! We will do our best to stay in contact with you, but if you have not heard from us for a while, please contact us and see if we have any news.