

# Agent Procedures

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As a certified agent of HTIR Work-Study USA, Inc., you will need to know the general procedures of being an agent. Below, you will find key procedures and rules to help guide your students through the program:

## 1. Know the Website

Ask prospective students to review the HTIR website at [www.hitr.com](http://www.hitr.com) in order that they can read for themselves details of HTIR's Work-Study programs (including pertinent FAQs for each school).

## 2. General School Information - Brochures

Download and print off brochures for each of the work-study schools and share them with the students. The brochures can be found on the agent website at [www.htirboard.com/portalagent/welcome.aspx](http://www.htirboard.com/portalagent/welcome.aspx) Click on Download Center near the top of the Home Page to locate the brochures.

## 3. The Download Center

Review the financial details of each school's program so you can explain to the students the comparative costs of each program and the Installment Plans that are available. These details can also be found by clicking on the "Download Center" tab in the agent website referred to above. Under each school listed there, you will find:

- a. Estimate of Total Cost and Income for the Entire Program
- b. Required Application Documents
- c. Application and/or Enrollment Forms
- d. Start Dates

## 4. Compiling Application Materials

When the student has selected a school to apply to, be sure to help him/her fill out the required forms that need to be signed, and help the applicant collect and give to you each of the documents mentioned in the Required Document Page. Be sure that the students make their selection and check on the Payment Plans Document which payment plan they prefer and that they sign that document. If they select the option of trying to obtain a Bank Loan to pay for their tuition, be sure that they begin identifying the American citizen or legal immigrant in America who will agree to co-sign the loan that we will seek to arrange for them from an American bank. Students need to sign, themselves, all application, explanation of cost sheet, financial declaration forms and enrollment forms.

## 5. Submitting the Application

When you have collected all of the required documents, send them to HTIR. Because the universities will not accept incomplete application packages from us, please wait until you have all of the documents before you send the package to us (except for the following situation):

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## 6. Exceptions

The exception to the “complete application policy” is in those instances where an applicant intends to obtain a loan from a sponsor or institution which will provide a bank statement only after the student has been accepted to the program. In such a case, you may submit initially all of the required documents except the bank or sponsor statement—but be sure to submit also a request to the university for a “conditional acceptance” letter. If the candidate is, in all other respects qualified, the university will create such a letter stating that the student has been “conditionally” accepted. And the letter will indicate that, upon receiving the necessary bank statement, they will issue an I-20 to the student. (Lincoln University is the only school that will not issue a conditional acceptance letter before a complete application packet is submitted.)

## 7. Preparing for the Visa Interview

As soon as you are notified that your applicant has been accepted, you may begin using the HTIR visa preparation material (as well as the information you have about visa success in your area) to help the student prepare for the up-coming visa interview. HTIR will conduct a mock interview as soon as the student is finished with the course. Please have the student contact Nancy at [visa@htir.com](mailto:visa@htir.com) when he/she is ready for the mock interview.

## 8. Payment

When you feel the student is ready to apply for the visa, and when he/she has paid the SEVIS and visa application fees, you need to make sure the student deposits the required Down Payment. Please note that the student may make the deposit with your agency, with HTIR, or with the university. But in some cases, the deposit needs to be made only with your agency or with HTIR. Only after the student has made the required Down Payment—can you release the I-20 form to him/her.

## 10. Visa Rejection?

If the student does not obtain a visa, (and if you are holding the student’s Down Payment deposit), the entire amount of the deposit needs to be returned by you to that student or the student’s sponsor, if the sponsor is the one who has delivered the deposit to you. If the student does obtain a visa, any Down Payment deposit you hold needs to be transferred as soon as possible to HTIR for distribution.

## 11. Visa Interview Reports

Please obtain from each student who applies for a visa—a detailed report of that student’s visa interview. It should include a very precise summary of every question asked and every comment made by the visa officer, and should also include each answer or statement made by the student. These reports should be sent to HTIR as soon as possible after the interview.