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**Frequently Asked Questions**

**HOFT Institute ESL Agents**

**1. How do I become a HOFT agent?**

Please contact english@hoft.edu if you would like to become an agent.

**2. Would I be considered an independent agent?**

Yes

**3. How will I get paid?**

Your commission will be defined in the signed HOFT Agent Contract. HOFT agents are paid after their student’s full tuition is received by HOFT.

**4. Are there any quotas I have to meet?**

No, there are no quotas or minimums required.

**5. What type of VISA are the students I work with going to receive?**

Your students will apply for an I-20 and receive an F-1 visa. The process normally takes 24-48 hours.

**6. I don’t have a work permit in the United States can I still be an agent?**

Yes. HOFT works with agents from around the world. You can work from your home country or whichever country you prefer.

**7. What documents/items do my students have to submit to HOFT Institute for admission?**

**All students, including those on tourist visas:**

* Completed application ( $100 application fee)
  + Available online at http://www.hoft.edu/esl/applyonline/
* Photocopy of passport
* Photocopy of current visa (if applicable)

**F-1 students also need to submit:**

* Statement of purpose
* Recent bank statement
* Sponsor letter

**Additional requirements for students transferring from another US institution:**

* Transfer-in form (transferring the I20 to HOFT)
* $250 transfer deposit

**8. Can I apply for my student?**

Yes, you can apply for your student [here](http://www.hoft.edu/esl/admissions/online-application/).

**9. My student plans to transfer into the HOFT program after studying at another language program in the United States, can he/she apply for admission now?**

Yes, your student will need to fill out all required documents as well as all transfer in documents. See our website for more information. http://www.hoft.edu/esl/transfer/

**10. Will you help my students find a place to live?**

Yes, HOFT Institute has several student housing options within walking distance as well as partners who help us provide the students options on where to live. Visit our website to see all student housing and airport pickup options.

<http://www.hoft.edu/esl/new-students/housing/>

**11. What will be provided to me?**

We provide our agents with marketing materials and training. You will receive a HOFT Institute slideshow with helpful information. You (and your team) will participate in informational phone chats with our key staff. Our leadership team travels extensively and we will inform you when they are in your country and will work with you to set up mutually convenient meeting times/ locations if they are in your area.

**12. Are there special arrangements for groups? Do you have any discounts?**

Yes, we do have group discounts. Please see [here](http://www.hoft.edu/esl/best-intensive-english-courses-group-program-discounts/) for details.