Policy on International Student Recruiting Companies

Overview: Recruiting companies can be a valuable tool in bringing international students to Georgia State. Programs should be cautious, however, in entering into a relationship with a recruiter. Arrangements with international recruiters are subject to accreditation and legal standards, including ethical and financial requirements.

Georgia State University programs seeking to work with an international recruiting company shall abide by the following requirements:

Notice and Company Selection: If a Georgia State program is considering entering into an agreement with a recruiter, it must notify International Student & Scholar Services and the Office of Legal Affairs. Georgia State prefers companies certified by The American International Recruitment Council (http://www.airc-education.org/certified-agencies). Exceptions must be approved by IS&SS and Legal Affairs.

Contracts: Legal Affairs has developed standard recruiter contracts and will assist the program in entering into an agreement.

Company Tracking: IS&SS will keep an updated list of recruiters with active or proposed contracts, and advise programs if there is already a University contract with a recruiter the program is considering. It may be appropriate for a company to recruit for multiple University programs, with contracts structured accordingly.

Statement regarding Recruiting Companies:

IS&SS will post the following text, directed at international prospective students, on its website:

Recruiting companies that work with Georgia State are required to be transparent and accurate in their representations to international prospective students and act in the student’s interest. International prospective students may contact IS&SS to confirm a recruiter has a contract with Georgia State. Any complaints or concerns regarding a recruiting company may be directed to IS&SS.

Administration of Policy

Responsible Office(s):
International Student & Scholar Services, 252 Sparks Hall, 3-2070

Responsible Executive(s): Heather Housley
Policy History

Approving Body: Administrative Council

Additional Information

Additional Helpful Resources