



AGENCY APPLICATION CHECKLIST

TO BE COMPLETED BY AGENCIES REFERRING STUDENTS TO SOUTH SEATTLE
COMMUNITY COLLEGE ON A COMMISSION BASIS

IMPORTANT: Please attach your agency's business card to this form. As an alternative to this form, you may send a letter, printed on your agency's letterhead, which includes the same information found on this form. Incomplete forms may result in delayed commission payments.

1. Full name of applicant: _____
(family) (given) (middle)

2. Applicant's birthdate (as written on the application): _____ (mo) _____ (day) _____ (year)

3. My agency is is not responsible for the student's application fee (\$50).

4. For commission payments (via wire transfer): On file at SSCC

Agency Business Account Name _____

Agency Business Account Number _____

Bank Name & Address _____

Swift, Routing or Sort Code _____

If you do not have a business bank account, Washington state regulations prohibit a wire transfer. In such a case, you will be issued a check, made payable to your business name and mailed to the business address on your attached letter head or business card.

Check the box if you do not have a business bank account.

5.

\$50.00 Non-refundable Application Fee A check, money order or credit card number in U.S. dollars, made payable to "South Seattle Community College" must be included with the application, or the application will not be processed.

SSCC Application for International Student Admission completed and signed by the applicant.

Financial Responsibility Statement, filled out and signed by the applicant and sponsor

Official Bank Statement, Letter from a Financial Institution or Statement of Income (dated within the last six months) showing adequate funding to support the applicant.