

# Agent FAQ's

How do I become an agent for Columbus State University?

We have a very selective process and only work with a few top agents in each region. The first step is to complete our Prospective Agent Application form. A committee will assess your application and conduct reference checks before deciding. For more information or questions about becoming an agent, please email Kristin Williams at: [international@columbusstate.edu](mailto:international@columbusstate.edu).

Do you pay commission?

Yes, we pay commission to contracted agents for students who attend their first two semesters at CSU, if they were referred to us by a contracted agent.

Who should I contact if I have general questions about an agent contract, international student application requirements or other information pertaining to Columbus State University?

For all general questions, please contact [international@columbusstate.edu](mailto:international@columbusstate.edu).

Do you waive the application fee for agents?

We are not able to waive the application fee for any agent, counselor or international applicant due to University System of Georgia Board of Regents regulations. The undergraduate online application fee is US \$40 and graduate online application fee is US \$50. Application fees can easily be paid with a credit card when using the online application system.

The application fee for the English Language Institute is \$40.

Are the students who apply through an agent guaranteed admission to Columbus State University or offered any special consideration?

No. We guarantee you and your student the best possible service, but there is no special consideration for applications received through agents. Our standards and admission policies are the same for all applicants. We provide regular communication and keep you updated on your applicant's process and encourage questions. We will always attempt to process applications as quickly as possible!

Where will I-20's be sent and by what type of mail?

Currently, all I-20's are sent directly to the applicant via email. After being accepted for admission, the International Admission Counselor will issue the I-20 and email it directly to the student's CSU email address. If the student wishes to receive a hard copy/original of the I-20 they may request and pay for shipment via eShip Global.

How long will it take to process my student's application?

After applying to Columbus State University please allow 1-2 weeks for the application to be processed and for CSU student account information such as student IDs, CSU email address, etc., to be created.

Once an application is processed, the student will be notified via email of missing documentation required for their admission. Once all required admission documents have been received a decision will be made within 2-3 weeks.

Applying or submitting required admission documentation after the published deadlines will cause a further delay in processing times and are not guaranteed to be processed for the requested semester.

These are general processing timelines and are subject to change.

Do you offer conditional admission to students who have not taken the TOEFL or IELTS? What about students who do not meet your English requirements?

No, we do not offer conditional admission. Applicants must meet all admissions requirements to be accepted into a program of study or our ELI program.