

**Directive Number XXX  
APRIL XX, 2015**

**TO: College Presidents**

**RE: INTERNATIONAL RECRUITERS**

This Chancellor's Directive is designed to provide guidance and support to College Presidents to implement a student recruitment program using International Recruiters (IR).

The District is concerned with the health and welfare of faculty and students, and with our Academic reputation when utilizing International Recruiters to identify students from abroad, who wish to study with the District Colleges. College Presidents have responsibility to provide programs that are safe, meaningful, and fulfill the mission of the District and its Colleges.

In an effort to provide safe programs and protect the District's academic reputation, District college personnel must utilize International Recruiters who have been vetted by the United States Department of Commerce, U.S. Commercial Services, Educational Agent Vetting and approved for inclusion on the U.S. Department of Commerce Educational Agent Vetting list. The US Commerce Department recommends using the American International Recruitment Council (AIRC).

The AIRC "is a 503(c)(3) non-profit membership association recognized by the U.S. Department of Justice and the Federal Trade Commission as a Standards Development Organization (SDO)". AIRC manages and retains a list of approved International Recruiters.

Should a college wish to do business with an international recruitment firm that is a non-approved International Recruiter, college staff are encouraged to recommend that they may contact the AIRC for vetting and inclusion on the IR Agent listings (<http://www.airc-education.org/airc-certification-apply>)

Before the District or any College engages in any contract with an International Recruiter, written confirmation (updated webpage/updated IR list issued by AIRC) of the International Recruiter's inclusion on the AIRC list is required.