



## REQUEST FOR INTERNATIONAL AGREEMENT

Please contact [intl-partnerships@arizona.edu](mailto:intl-partnerships@arizona.edu) if you have questions.

### 1. UArizona | AGREEMENT SPONSOR INFORMATION

Are you the primary UArizona contact, and will you be responsible for supporting the project/program(s) for the duration of the agreement?

**YES:** Please complete all fields below and obtain all necessary approvals/signatures.

**NO:** Please forward this form to the agreement's sponsor.

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_ @arizona.edu

**COLLEGE:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

### 2. PROGRAM/ PROJECT/ AGREEMENT TYPE

#### IMOA (INTERNATIONAL MEMORANDUM OF UNDERSTANDING)

DUAL DEGREE\*(NON-MICROCAMPUS)

STUDENT EXCHANGE† (DEPT MGD/ UNDERGRADUATE)

ERASMUS+

STUDENT EXCHANGE† (STUDY ABROAD MGD/UNDERGRADUATE)

FACULTY/SCHOLAR/STAFF EXCHANGE

STUDENT INTERN (J1)

PHARMACY ROTATION

†All student exchanges require prior approval from [Study Abroad](#).

#### MICROCAMPUS (DUAL DEGREE)\*

GLOBAL LOCATION AGREEMENT

DUAL DEGREE PROGRAM (PROGRAM ADDENDUM)

#### OTHER AGREEMENTS

MOU (NON-BINDING AGREEMENT)

PATHWAY PROGRAM\*

NON-DISCLOSURE AGREEMENT

STUDENT RECRUITMENT‡

ONLINE PROGRAM MANAGEMENT\*

SITE AGREEMENT (STUDY ABROAD)

OTHER:

\*Dual degrees require prior approval from [Curricular Affairs](#). Microcampus dual degrees also require approval from [International Education](#). All graduate dual degrees require additional approval from the [Graduate College](#). ‡Student recruitment requires approval from [International Admissions](#).  
ALL APPROVALS MUST BE SUBMITTED WITH THIS FORM.

#### IS THIS A:

NEW AGREEMENT

AMENDMENT

TERMINATION

OTHER:

### 3. COLLABORATING INSTITUTION | INFORMATION

INSTITUTION LEGAL NAME:

COUNTRY:

LEAD CONTACT  
NAME:

TITLE:

EMAIL:

DEPARTMENT:

ROLE/FUNCTION:

**COLLABORATING INSTITUTION OVERVIEW** (How long have you been working with this institution? Why are you choosing to partner with this institution? What are the goals and desired outcomes of this collaboration?):

### 4. FUNDING

Is the College or Department/School willing to take on the financial responsibilities of this collaboration?<sup>8</sup>

YES

BILLING CONTACT:

OTHER:

N/A

NO FUNDING REQUIRED

<sup>8</sup>The College or Department/School is financially responsible for any WSCUC accreditation-related review fees for additional location and/or dual degree proposals. For more information about WSCUC fees, please contact [Kat Francisco](#).

### 5. SIGNATURES

Are you requesting a specific signature process? If checked, please write a brief justification below.

UArizona PRESIDENT'S SIGNATURE<sup>1</sup>

UArizona SIGNING CEREMONY<sup>1</sup>

PRESIDENT

PROVOST

VP, ARIZONA INTERNATIONAL &  
DEAN, INTERNATIONAL EDUCATION

JUSTIFICATION:

<sup>1</sup>Prior to submission, please review [Arizona International's Signature Protocol](#) for International Agreements at the end of this form.

**WET SIGNATURES REQUIRED** (UArizona accepts e-signatures as legally binding and equivalent to handwritten signatures.)

### 6. APPROVALS AND AUTHORIZATIONS

#### SPONSOR DEPARTMENT HEAD

NAME:

EMAIL:

@arizona.edu

SIGNATURE:

DATE:

#### SPONSOR COLLEGE DEAN

NAME:

EMAIL:

@arizona.edu

SIGNATURE:

DATE:

All fields/signatures are required. Submit this completed and signed form to [Arizona International Contracts](#). The turnaround time for Arizona International to initiate the agreement is approximately 4 weeks. **Plan ahead for deadlines!**



### Assurance of Compliance

The agreement is meant to establish a framework for a broad partnership between the institutions. The agreement by itself is not intended to cover collaborative research, materials transfer, exchange of confidential information, research or clinical data, equipment loans, testing services, subcontracts/sub-awards, provision of stipends or travel funds, or Intellectual Property rights. Agreements related to these activities MUST be covered under separate agreements which are handled by the [Office of Research Contracts \(ORC\) within Research, Innovation & Impact \(RII\)](#) or the [UArizona Health Sciences \(UAHS\) Contracts Office](#) (for UAHS faculty/researchers).

By signing this form, you agree to communicate with all necessary compliance departments and the applicable contracting office prior to engaging in any of the above activities. Failure to follow all UArizona compliance policies could result in termination of the agreement, jeopardize ongoing sponsored projects, and affect UArizona's compliance with federal and state regulations.

Sponsor Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_



1. To request an international agreement the principal UArizona requester shall complete the Arizona International Request for International Agreement form and submit the completed and signed form to the **Arizona International Contracts Department**. The UArizona requester is responsible for securing signatures from the Department Head and the College Dean.
2. A request for UArizona's President to sign a routine international agreement or participate in a signing ceremony (an event in which authorized signatories of an approved agreement meet in person or by video conference to sign the agreement) must be indicated on the request form.
3. Upon receipt of the completed and signed request form, the request will be added to the Arizona International contract request queue. Requests for UArizona's President to sign a routine international agreement, or for a signing ceremony, shall be reviewed by Arizona International for strategic importance. Signing ceremonies are rare and held at the discretion of the Executive Office of the President or other designated signatory's office.
4. For approved requests for a signing ceremony with the President, the principal UArizona requester, with guidance from **Arizona International Administration**, will be responsible for arranging the signing ceremony with the **Executive Office of the President**. **Arizona International Administration and the Executive Office of the President should be notified of the date as early as possible**. For planning purposes, the signing ceremony may require several weeks or months to coordinate.