



REQUEST FOR INTERNATIONAL AGREEMENT

Please contact 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

STUDY ABROAD PROGRAM

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:

IS THIS A:

NEW AGREEMENT

AMENDMENT

TERMINATION

OTHER:

3. COLLABORATING INSTITUTION | INFORMATION

INSTITUTION LEGAL NAME:

COUNTRY:

LEAD CONTACT

NAME:

TITLE:

EMAIL:

DEPARTMENT:

ROLE/FUNCTION:

Provide a summary of the Collaborating Institution:

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

N/A NO FUNDING REQUIRED

If funding is required, is the College or Department/School willing to take on the financial responsibilities of this collaboration?*

YES BILLING CONTACT:

OTHER:

*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. SUPPORT

If Arizona International administrative/financial support is necessary to fulfill obligations created by the agreement, please provide a brief explanation of the support needed:

6. SIGNATURES

This agreement should be signed by the default signatory.

This agreement should be signed by UArizona's President[†].

This agreement requires a signing ceremony[†] with UArizona's:

PRESIDENT

PROVOST

DEAN OF INTERNATIONAL EDUCATION

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

This agreement requires original ("wet") signatures. (UArizona accepts e-signatures as legally binding and equivalent to handwritten signatures.)

7. APPROVALS AND AUTHORIZATIONS

SPONSOR DEPARTMENT HEAD

NAME:	EMAIL:	@arizona.edu
SIGNATURE:	DATE:	

SPONSOR COLLEGE DEAN

NAME:	EMAIL:	@arizona.edu
SIGNATURE:	DATE:	

ADDITIONAL APPROVALS

IF THE COLLABORATION INVOLVES:	ADDITIONAL APPROVALS ARE REQUIRED FROM:
Student Exchanges	Study Abroad
Student Recruitment	International Admissions
Dual Degrees & Pathway Programs	Curricular Affairs
Microcampus Dual Degrees	International Education
All Graduate Programs	The Graduate College
AZI Administrative/Financial Support	AZI Finance

NAME & TITLE:	EMAIL:	@arizona.edu
SIGNATURE:	DATE:	

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SIGNATURE:	DATE:	

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SIGNATURE:	DATE:	

8. 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 below, 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

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. Agreements using templates or language not pre-approved by OGC may take significantly longer due to an increased review process. ***PLAN AHEAD FOR DEADLINES!***



THE UNIVERSITY OF ARIZONA

International

SIGNATURE PROTOCOL FOR INTERNATIONAL AGREEMENTS

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.