



REQUEST FOR INTERNATIONAL AGREEMENT

Please contact intl-partnerships@arizona.edu if you have questions.

1. U of A | AGREEMENT SPONSOR INFORMATION

Are you the primary U of A 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

PROGRAM ADDENDUM (DD PROGRAM/SUPPORT)

OTHER AGREEMENTS

CONSULTANT AGREEMENT

ONLINE CERTIFICATE PROGRAM

INTL TRANSFER PROGRAM (PATHWAY):

ONLINE PROGRAM MANAGEMENT

commission

no commission

SITE AGREEMENT (STUDY ABROAD)

1+3

2+2

3+1

BtM

STUDENT RECRUITMENT

MOU (NON-BINDING AGREEMENT)

TRANSFER ADMISSIONS GUARANTEE

NON-DISCLOSURE AGREEMENT

OTHER:

IS THIS A:

NEW AGREEMENT

AMENDMENT

TERMINATION

OTHER:

TIMELINE:

PREFERRED
EFFECTIVE DATE:

PREFERRED
TERM LENGTH:

PLEASE LIST ANY
DEADLINES:

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 details of this collaboration?

4. FUNDING | PAYMENT (This section is required if the agreement includes payment to or from the U of A.)

N/A NO FUNDING OR PAYMENT

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

Unless otherwise specified below this agreement will be signed by the default signatory utilizing e-signatures.

This agreement requires a signing ceremony[†] with the U of A:

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.

7. APPROVALS AND AUTHORIZATIONS

SPONSOR'S DEPARTMENT HEAD

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

ACADEMIC PROGRAM APPROVAL

COLLEGE DEAN NAME:	DEPARTMENT HEAD (IF DIFFERENT THAN ABOVE) NAME:
EMAIL: @arizona.edu	EMAIL: @arizona.edu
SIGNATURE: DATE:	SIGNATURE: DATE:

IF THE COLLABORATION INVOLVES:

Student Exchanges
Student Recruitment
Dual Degrees & Pathway Programs
Microcampus Dual Degrees
All Graduate Programs
AZI Administrative/Financial Support

ADDITIONAL APPROVALS ARE REQUIRED FROM:

[Study Abroad](#)
[International Admissions](#)
[Curricular Affairs](#)
[International Education](#)
[The Graduate College](#)
[AZI Finance](#)

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

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(ADDITIONAL SIGNATURE PAGES ARE AVAILABLE)

8. ASSURANCE OF COMPLIANCE

The agreement is meant to establish a framework for a broad partnership between the institutions. The agreement 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 [U of A 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 U of A compliance policies could result in termination of the agreement, jeopardize ongoing sponsored projects, and affect U of A 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!**



SIGNATURE PROTOCOL FOR INTERNATIONAL AGREEMENTS

1. To request an international agreement the principal U of A 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 U of A requester is responsible for securing all required signatures as indicated on the form.
2. A request for the U of A President or Provost 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 the U of A 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 signing ceremonies, the principal U of A requester, with guidance from **Arizona International Administration**, will be responsible for arranging the signing ceremony using the following links:

President **[Executive Office of the President](#)**

Provost **[Office of the Provost | Provost Appearance Request](#)**

The office responsible for the signing ceremony and Arizona International Administration should be notified of the date as early as possible. For planning purposes, the signing ceremony may require several weeks or months to coordinate.