THE UNIVERSITY OF ARIZONA
International

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)
- ☐ ERASMUS+
- ☐ FACULTY/SCHOLAR EXCHANGE
- ☐ PHARMACY ROTATION
- ☐ STUDENT EXCHANGE (DEPT MGD/ UNDERGRADUATE)
- ☐ STUDENT EXCHANGE (STUDY ABROAD MGD/UNDERGRADUATE)
- ☐ STUDENT INTERN (J1)
- ☐ STUDY ABROAD PROGRAM

MICROCAMPUS (DUAL DEGREE)

- ☐ GLOBAL LOCATION AGREEMENT
- ☐ PROGRAM ADDENDUM (DD PROGRAM/SUPPORT)

OTHER AGREEMENTS

- ☐ CONSULTANT AGREEMENT
- ☐ INTL TRANSFER PROGRAM (PATHWAY):
  - ☐ 1+3 ☐ 2+2 ☐ 3+1 ☐ BtM
- ☐ MOU (NON-BINDING AGREEMENT)
- ☐ NON-DISCLOSURE AGREEMENT
- ☐ CERTIFICATE PROGRAM
- ☐ SHORT-TERM PROGRAMMING AGREEMENT
- ☐ SITE AGREEMENT (STUDY ABROAD)
- ☐ STUDENT RECRUITMENT
- ☐ NOTICE OF TERMINATION/TEACH OUT
- ☐ 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:**

COLLABORATING INSTITUTION SIGNATORY:

NAME: **TITLE:**

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** ◯ **CHIEF INTERNATIONAL AFFAIRS OFFICER AND DEAN**

†**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 OR DIRECTOR APPROVAL

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

ACADEMIC PROGRAM APPROVAL
COLLEGE DEAN

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

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	Global Partnerships & Initiatives
All Graduate Programs	The Graduate College
AZI Administrative/Financial Support	AZI Finance

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

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

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

(ADDITIONAL SIGNATURE PAGES ARE AVAILABLE)

8. ASSURANCE OF COMPLIANCE

The agreement is meant to establish a broad framework for collaboration between the institutions. It is not intended to cover research, material transfers, exchange of confidential information, clinical research or data, equipment loans, testing services, subcontracts or sub-awards, stipends or travel funding, or intellectual property rights. Activities involving these matters MUST be addressed through separate agreements handled by the Office of Research Contracts & Agreements (ORCA) within Research & Partnerships or Research & Partnerships Contracts for clinical matters.

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!***

THE UNIVERSITY OF ARIZONA International

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 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 **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.