

CALIFORNIA STATE UNIVERSITY, FULLERTON

INTERNATIONAL AGREEMENT REQUEST

At the conclusion of the routing process below, Contracts & Procurement will produce an unexecuted agreement for the CSUF President's approval. A copy of the routing form and unexecuted agreement will be given to the Vice President of Academic Affairs for review and discussion with the University President.

International Institution/Organization: _____
Address: _____
Contact Name: _____
Phone/Fax: _____

An international agreement is an arrangement to exchange things of value, to deploy a project, product, or program. It is used for programs that send CSUF students overseas or for providing services to groups that study at CSUF. A fully-executed agreement commits to specific outcomes/deliverables and resources. This requires the signature of the CSUF President and an appropriate level representative from the international institution/organization. Note that a budget must be included when an agreement is requested. Please refer to the attachment for a summary of elements typically included.

Routing/Approvals For Agreement:

Initiator
Name (please print) _____ Campus Unit _____
Signature _____ Date _____

Department Chair
Name (please print) _____ Campus Unit _____
Signature _____ Date _____

Appropriate Administrator/Dean
Name (please print) _____ Campus Unit _____
Signature _____ Date _____

Dean of Extended Education UEE/CERF Program: [] Yes [] No
Name (please print) _____
Signature _____ Date _____

Associate Vice President of Academic Programs
Name (please print) _____
Signature _____ Date _____

Vice President/Division Head
Name (please print) _____ Campus Unit _____
Signature _____ Date _____

International Agreements Require The Following Approvals In Addition To Those Above:

Contracts & Procurement
Name (please print) _____ Title _____
Signature _____ Date _____

University Budget Office [] Budget Approved [] Budget Not Approved*
Name (please print) _____ Title _____
Signature _____ Date _____

*If budget is not approved, explanation should also be provided.