

CALIFORNIA STATE UNIVERSITY, FULLERTON

INTERNATIONAL LETTER OF INTENT/  
MEMORANDUM OF UNDERSTANDING REQUEST

*At the conclusion of the routing process, the respective Vice President/Division Head is responsible for forwarding the completed routing form and a proposed letter of intent/memorandum of understanding to the President for final approval.*

International Institution/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_

A letter of intent/memorandum of understanding expresses an interest in working together or an interest in developing a specific cooperative program. It's a statement of goodwill and expresses an intent to cooperate and work together which does not commit University resources. **This requires the signature of the CSUF President and an appropriate level representative from the international institution/organization.** *Please refer to the attachment for a sample.*

**Routing/Approvals For Letter of Intent/Memorandum of Understanding:**

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

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 \_\_\_\_\_