CALIFORNIA STATE UNIVERSITY, FULLERTON
INTERNATIONAL AGREEMENT REQUEST
ROUTING FORM

At the conclusion of the routing process below, Contracts & Procurement will produce an unexecuted agreement for the CSUF President’s approval.

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, University Extended Education
Name (please print) __________________________ Campus Unit __________________________
Signature __________________________ Date __________________________

Associate Vice President, International Programs
Name (please print) __________________________ Campus Unit __________________________
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.

Rev. 2011