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
Name (please print)__________________________Campus Unit _______________________
Signature__________________________________Date_______________________________

Associate Vice President of Academic 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
Name (please print)__________________________Title _____________________________
Signature__________________________________Date_______________________________

☐ Budget Approved  ☐ Budget Not Approved*

*If budget is not approved, explanation should also be provided.
Listed below are the elements typically addressed in an agreement for an international program. Agreements of this nature must be approved by the University President and an appropriate level representative from the international institution/organization. A budget must be included when an agreement is being requested, along with the routing/approval form on page one.

Please note that each contract is developed to meet the individual needs of the specific program and the following is intended as a reference guide only. Please contact the Dean of Extended Education at extension 2937 for assistance in developing an agreement specific to the needs of a particular program.

**CONTRACTUAL ELEMENTS**

- Program Name
- Purpose/Outline of Program
- Term (beginning and end dates)
- Number of Students (minimum/maximum)
- Faculty/Student Ratio

- **Costs Typically Included In Program Fees:**
  - Lodging
  - Meals (define which meals are included)
  - Air Travel Coordination & Booking (only)
  - Ground Transportation
  - Liaison Services
  - Academic Visits
  - Cultural Activities
  - Pre-Departure Assistance

- **Costs Not Typically Included In Program Fees:**
  - Round Trip Airfare
  - Passport Fees
  - Visa's
  - Meals (not covered in Program Fees)
  - Laundry
  - Personal Expenses
  - University Tuition and Fees
  - Enrollment Deposit
  - Application Fees
  - Fee for Returned Checks
  - Travel and Medical Insurance

- **Other Items to Consider:**
  - Accommodations for Program Faculty
  - University Responsibilities (i.e., advertise program, select students & faculty, etc.)
  - Refund Policy (i.e., time period, earthquake, floods, etc.)
  - Schedule of Events/Itinerary