

New International Agreement Request Form

Institutional agreements are designed to establish a formal foundation for long-term international collaboration with strategic partners identified by the university community. Therefore, institutional agreements represent a significant legal commitment by the two parties. The Office of International Education provides assistance to all campus units looking to establish new international institutional agreements. This includes all agreements with organizations, colleges and universities overseas. In addition, the Office of International Education will collaborate with the International Advisory Committee, Research Services, the Health and Safety Unit, and the Provost's Office for review. The final agreement requires the Chancellor's final approval. In order for a new international agreement request to be approved, the following procedure must be followed.

- A. Consult with the Office of International Education to see if there is an existing agreement with the institution with which you want to work.
 - 1) UW-Stout uses a two-part model for its international agreements. A Memorandum of Understanding (MOU) provides the framework of the agreement. Any units seeking to formalize additional and/or specific details to an existing MOU will need to initiate a Supplementary Agreement (SA). These supplementary agreements include activities such as student exchange, faculty exchange, study abroad, joint degree programs, among other specific institutional initiatives. Supplementary Agreements also require a final signature from the Chancellor, or their designee. Both the initiation of an MOU or an SA requires the submission of the New International Agreement Request Form. Please see the searchable list of all current UW- Stout contractual agreements, online at UW-Stout International Partners.
 - 2) New international institutional agreements have a three year term. The renewal of existing agreements will be given for five years (unless otherwise specified).
- B. Complete the New International Agreement Request Form.
 - 1) Discuss the proposed agreement with your unit administration to ensure availability of the needed resources for the partnership. International agreements that engage multiple departments, units, or colleges at both UW-Stout and the partner institution are strongly encouraged. If multiple departments, units or colleges are involved, discussion of resources in necessary.
- C. Submit the completed New International Agreement Request Form with all appropriate signatures to the Director of International Education.
 - 1) The request will be reviewed by the Director of International Education and the International Advisory Committee. If recommended by the committee, the Office of International Education will work with Research Services to draft the standard MOU or any required SA tailored to the specific request.
- D. After the final agreement is generated, Research Services will obtain all necessary signatures. The Office of International Education will forward copies to the partner institution, while Research Services will house the official university record of all agreements and will maintain the searchable online database- UW-Stout International Partners.

* When initiating a new agreement with an institution overseas, UW-Stout prefers to use a UW System approved agreement template rather than accepting a template from another individual or institution. The agreement templates have been reviewed and approved by UW System Legal, and can be acquired by contacting the Office of International Education or Research Services.

*****Contact the Director of International Education with any questions you may have.***

New International Agreement Request Form

Faculty/Staff Name:	Department:	
Proposed partner institution/organization and location <i>(please provide official institutional name, city and country):</i>		
Who are the partner institutional contacts?		
<u>Main Contact</u>	<u>International Education Contact (if applicable)</u>	<u>Individual who will sign the Agreement</u>
Name: _____	Name: _____	Name: _____
Title: _____	Title: _____	Title: _____
Email: _____	Email: _____	Email: _____
Phone: _____	Phone: _____	Phone: _____
Introduction summary of the institution <i>(approximately 200 words, for agreement language):</i>		
What is the purpose of the agreement? <i>(check all that apply)</i>		
<input type="checkbox"/> Faculty teaching and/or research <input type="checkbox"/> Student and/or faculty exchange <input type="checkbox"/> Study abroad and/or service learning program <input type="checkbox"/> International student recruitment opportunity <input type="checkbox"/> Non- credit activity <i>(service, recreation, etc.)</i> <input type="checkbox"/> Joint Degree Program <i>(Consultation with Transfer Coordinator and Program Director is mandatory. Attach approved course equivalency chart)</i>	<input type="checkbox"/> Other (please explain)-	
Does UW-Stout have an existing relationship with the proposed institution/organization? <i>(see online database- UW-Stout International Partners)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, how does your initiative formalize additional and/or specific details to the existing agreement?</i>		
How is this initiative unique from agreements UW-Stout has with other institutions/organization in similar countries/focus areas? <i>(Consult with the Office of International Education)</i>		
Is the intention of this agreement specific to one UW- Stout program/department/college or a campus wide agreement? <i>(please specify)</i>		
How do the academic departments of the international institution align with those at UW-Stout?		
Do you have other UW-Stout colleagues you plan to work with, in-order to create a long-lasting, sustainable institutional relationship? <i>Please specify:</i>		
Does the future of this agreement involve student travel? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete the Site Evaluation Form. If doing a site visit, complete over the duration of your travels.</i>		
Is the location on the Department of State Warning List? http://travel.state.gov/travel/travel_1744.html <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes and there are any future plans to travel, complete the Petition to Travel to a Country on the State Department Warning List.</i>		

Individual's Signature: _____
Print Name Signature

Supervisor's Signature: _____
Print Name Signature

Dean/Director's Signature: _____
Print Name Signature

**Submit form to the Director of International Education, who will review with the international advisory committee. Final approval is needed by the Chancellor.*