**Memorandum of Understanding (MOU) / International Agreement (IA)**

**Addendum Request Form**

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| Is this an addendum request for an MOU or an IA? |  |

**Texas State University Representative**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department/School |  |
| Email |  |
| Phone |  |

|  |  |
| --- | --- |
| Name of Existing MOU or IA |  |

**Action Requested**

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| --- | --- |
| **Extend the duration of the existing MOU or IA** | |
| Please provide a brief  explanation demonstrating  evidence of success with  the existing agreement. |  |
| Please provide a brief  explanation of the plans  for the future with the  international entity. |  |
| Is this request urgent? If  no, when is the requested   due date for a fully   executed addendum? |  |
| *Please submit a copy of the current agreement with this form* | |
| **Make changes to an existing MOU or IA** | |
| Please provide a brief   explanation of the   requested changes to   the MOU or IA. |  |
| Is this request urgent?  When is the requested  due date for a fully  executed addendum? |  |
| *Please submit a copy of the current agreement in track-changes with this form* | |

**Routing and Required Signatures**

|  |  |
| --- | --- |
| Department Chair/  School Director | Date: |
| Academic Dean | Date: |
| Graduate College Dean | Date: |

Please submit the completed form (and current agreement) to the Office of International Affairs ([inatlaffairs@txst.edu](mailto:inatlaffairs@txst.edu))

For any questions, please contact 512-245-2510