Attachment III

International Inter-Institutional Agreement (IA) Checklist

Have you attached a copy of the agreement to this checklist? Yes/ No

Have potential export control issues been mitigated or eliminated through discussion with the Office of Research Compliance? Yes/ No

Is this a student reciprocal exchange agreement (REA)? Yes /No

If yes, has the potential partner been vetted by the Office of Study Abroad? Yes/ No

Is this a faculty exchange agreement? Yes/ No

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Texas State representative requesting this IA

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Email |  |
| Phone |  |
| Campus mail |  |

|  |  |
| --- | --- |
| Person to whom you directly report |  |

Contact information of the university representative at Texas State (complete only if different than information provided above)

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Email |  |
| Phone |  |
| Campus mail |  |

Information related to the international institution, governmental agency, or non-governmental agency

|  |  |
| --- | --- |
| Name of Institution |  |
| Address |  |
| Number of students enrolled annually |  |
| Academic ranking or quality |  |
| Mission statement |  |
| General description and relevance or purpose in the home country (50 words or less) |  |

|  |  |
| --- | --- |
| Sub-unit, if any, within the corresponding international entity (school, department, etc.) |  |

|  |  |
| --- | --- |
| Website address of international entity or entities |  |

|  |  |
| --- | --- |
| Rationale for the proposed IA at Texas State (How will the IA contribute to the strategic plans of the department, college, and university?) |  |

|  |  |
| --- | --- |
| Brief description of the proposed IA’s goals and the activities that will achieve these goals  |  |

|  |  |
| --- | --- |
| Indicate how the international entity is a good fit for the goals identified above |  |

|  |  |
| --- | --- |
| For REAs only - Indicate the specific strategies and person(s) responsible for maintaining a balance between incoming and outgoing students |  |

Executive officer who is authorized to sign the IA on behalf of the international entity

|  |  |
| --- | --- |
| Name |  |
| Title |  |

Contact information of the coordinator who facilitates the IA process at the international entity (the director of an office analogous to the International Office at Texas State)

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Phone |  |
| Mailing address |  |

Is this person responsible for obtaining a signature for the IA? Yes No

|  |  |
| --- | --- |
| List the estimated time requirements or commitments for the ADP and any other Texas State personnel directly involved in the IA’s activities |  |

Contact information of the university representative at the international institution, if identified

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Phone |  |
| Mailing address |  |

Is this person responsible for obtaining a signature for the IA? Yes No

Person who is responsible for obtaining a signature for the IA (if not indicated above)

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Department |  |
| Phone |  |
| Mailing address |  |

Budget Form (as applicable)

|  |  |  |
| --- | --- | --- |
| Source of Funds | Description | $ per year |
| Expenses |  |  |
| Salaries |  |  |
| Benefits |  |  |
| International Travel |  |  |
| Domestic Travel |  |  |
| Per Diem’s |  |  |
| Housing |  |  |
| Medical Insurance |  |  |
| Tuition |  |  |
| Consulting Fees |  |  |
| Other |  |  |

Routing and Required Signatures

|  |
| --- |
| Signature and Approval (Department Chair/Director) Date |
| Signature and Approval (Academic Dean) Date |
| Signature and Approval (Director, International Office) Date |
| Signature and Approval (Director, Study Abroad, if applicable) Date |
| Signature and Approval (TSUS General Counsel) Date |
| Signature and Approval (Graduate College Dean, if applicable) Date |
| Signature and Approval (Assistant VP for Research) Date |
| Signature and Approval (Associate VP for Academic Affairs) Date |
| Signature and Approval (Provost and VP for Academic Affairs) Date |
| Remember to:* Complete all relevant sections
* Attach required documents
* Obtain signatures in the routing order and forward to the next office
* Retain a copy for your records
* Contact the International Office for any questions (512-245-7966) or email internationalagreements@txstate.edu

Note: The use of courier services such as FedEx, DHL or other similar services is strongly recommended when sending IAs to international institutions. The Texas State college, department or office initiating the IA is responsible for costs associated with the use of courier services for this service.  |