**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 demonstratingevidence of success with the existing agreement. |  |
| Please provide a brief explanation of the plansfor 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)

For any questions, please contact 512-245-2510