

CALIFORNIA STATE UNIVERSITY, FULLERTON

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 UEE/CERF Program: Yes No

Name (please print) _____
Signature _____ Date _____

Associate Vice President of Academic Programs

Name (please print) _____
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 Budget Approved Budget Not Approved*

Name (please print) _____ Title _____
Signature _____ Date _____

**If budget is not approved, explanation should also be provided.*

INTERNATIONAL AGREEMENT

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