

CALIFORNIA STATE UNIVERSITY, FULLERTON

INTERNATIONAL LETTER OF INTENT/
MEMORANDUM OF UNDERSTANDING REQUEST

At the conclusion of the routing process, the respective Vice President/Division Head is responsible for forwarding the completed routing form and a proposed letter of intent/memorandum of understanding to the President for final approval.

International Institution/Organization: _____
Address: _____
Contact Name: _____
Phone/Fax: _____

A letter of intent/memorandum of understanding expresses an interest in working together or an interest in developing a specific cooperative program. It's a statement of goodwill and expresses an intent to cooperate and work together which does not commit University resources. **This requires the signature of the CSUF President and an appropriate level representative from the international institution/organization.** *Please refer to the attachment for a sample.*

Routing/Approvals For Letter of Intent/Memorandum of Understanding:

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
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 PROGRAM LETTER OF INTENT/ MEMORANDUM OF UNDERSTANDING

Listed below is a sample letter of intent for an International program. **These agreements must be approved the President of the University and an appropriate level representative from the international institution/organization.** *The routing/approval form on page one must be included when an international agreement of this nature is being requested.*

Please note that each letter of intent is developed to meet the individual needs of the *specific program* and this sample intended as a reference guide only. Please contact the Associate Vice President of Academic Programs at extension 3602 for assistance in developing a letter of intent specific to the needs of a particular program.

SAMPLE

LETTER OF INTENT
FOR PARTNERSHIP & COOPERATION
between
INTERNATIONAL INSTITUTION NAME, COUNTRY
and
DEPARTMENT NAME
CALIFORNIA STATE UNIVERSITY, FULLERTON

Whereas, both (name of international institution and country) and (CSUF department name), California State University, Fullerton (hereinafter referred to as “the parties”) seek to promote a global outlook and international understanding; and

Whereas, the parties recognize the active role that exchange plays in enhancing mutual understanding, friendship and good relations between the America and (name of foreign country) peoples;

Now therefore, after friendly discussion, both parties intent the following:

1. Both parties agree to actively promote academic exchange and cooperation between (name of foreign country) and the United States, which will lay a sound foundation for more extensive exchange and cooperation.
2. Both parties agree to seek close academic contacts and cooperation between (name of international institution and country) and (CSUF department name), California State University, Fullerton and make full use of abundant resources of California State University, Fullerton in order to develop and train talented professionals for (name of international institution and country)
3. Both parties agree that (CSUF department name), California State University, Fullerton will endeavor to provide programs in the United States to (name of international institution and country) in the year of 20xx, one in a master degree program, and the other a six-month (subject matter) training program.
4. Both parties agree to further explore the possibility of cooperating on other training programs.
5. Both parties agree that specific cooperative programs will be finalized through proper channels and manners.
6. This letter is written in both English and (language of international institution) in two copies, and both languages have the same governing force.

Dr. Milton A. Gordon, President
California State University, Fullerton

Appropriate Individual From International Institution
International Institution

Date

Date