Flowchart for Creating
International Memoranda of Agreement

1. Qualify Partner Institution
   - Department and Global Initiatives

2. Outline Proposed Program
   - Department and Partner Institution
   - If Student Exchange Included:
     - Complete "Student Exchange Program Application"
     - Evaluate Program Application
     - Global Initiatives
   - If Research Collaboration and/or Faculty Exchange Included:
     - Develop Description of Research Collaboration
     - Communicate Desired Collaboration to International Affairs
     - Department and Global Initiatives

3. Draft International Memorandum of Agreement
   - Global Initiatives

4. Review Proposed Collaboration with Office of the General Counsel
   - Global Initiatives

5. Review and Negotiate Terms of Agreement
   - Department, Global Initiatives and Partner Institution

6. Once Approved Route for Signature
   - Department, Global Initiatives and Partner Institution

Note: Responsible Unit in Red

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