# Routing Sheet Instructions – Transfer Articulation

**Principal UA Contact:** Provide the requested information regarding the individual with primary responsibility for the activities outlined in the Transfer Articulation Agreement.

**Partner Institution(s) Named in the Agreement:** List all institutions, aside from The University of Arizona, who are parties to the agreement.

**Country(ies) Represented:** List all countries, other than the United States, represented by the institutions named in the agreement.

**Program Description:** Please include a brief summary of the program that will take place through this collaboration. This information will also be added to the on-line International Partner Institutions Database.

**Approvals:** The principal UA contact signs the Routing and Approval Sheet and then obtains the signatures of the reporting Department Head or Director and the responsible Dean. The Routing and Approval Sheet is then directed to the Office of Global Initiatives for review and continued vetting.

If the agreement meets legal and contractual requirements, the Office of Global Initiatives will prepare the final documents for signature by the Vice Provost for Academic Affairs. An electronic version of the agreement in each language in which it exists must also be sent to dlafleur@email.arizona.edu so original documents can be printed.

**Signed Documents:** When the original transfer articulation agreements have been signed, they will be returned to the Office of Global Initiatives. The Office of Global Initiatives will distribute copies of final, fully-signed documents to appropriate administrative units and send one original to the partner institution for their records. The original UA copy of the agreement will be kept on file in the Office of Global Initiatives.