

Sacramento State International Agreement Process

This process applies to all International Agreements including but not limited to Agreements for Student Exchange, Articulation, Study Abroad, Agent Recruitment, Degree Abroad, & International Internship.

Re: CSU International Executive Orders 795, 1080, 1081 and 1082

The Executive Orders referenced above consolidate and update existing requirements for international programs and activities as well as establish standard guidelines.

All international activities must be covered under a CSU-approved International Agreement signed by both the University President and the International Partner.

All academic and administrative units on campus are encouraged to submit an International Agreement Proposal. The proposal should be approved by the Department Chair/Unit Head and subsequently approved by the Dean or appropriate administrator. Proposals should identify the potential partner, destination and the type of agreement as well as provide a brief description of the international activity. All proposals should be submitted to the campus' Senior International Officer (SIO). Sacramento State's SIO is the Associate Vice President for International Programs and Global Engagement (IPGE).

Upon approval the SIO, or designee, shall submit a request to the Contract Specialist in the Procurement and Contract Services Office via email to start the agreement process. The email shall contain, the completed CSUS International Agreement Checklist, confirmation of Risk Management review. The Specialist will create a draft agreement and return to the SIO for review.

Upon receipt of the draft agreement, the SIO will route to the potential partner for review and comment. The SIO will answer questions and collect and forward all feedback and suggested revisions to Contract Services. Contract Services will incorporate suggested revisions into the draft and provide the SIO with a revised draft.

Upon SIO approval, International Programs and Global Engagement shall notify the Contract Specialist that the request has been approved. Upon receipt of the approval, the Contract Specialist shall initiate the agreement process through CSYou SharePoint to include completing the SharePoint checklist and uploading the agreement for review by CSU Academic Affairs and CSU Office of General Counsel.

Once all of the approvals are complete in SharePoint, the Contract Specialist will notify the IPGE who will route the agreement to the International Partner to obtain the required signature. Upon receipt of the signed agreement by the International Partner, IPGE will forward to the Contract Specialist to route to the President's Office for final approval.

CEREMONIAL MOU'S

Ceremonial MOU's are coordinated by the SIO through International Programs and Global Engagement. Ceremonial MoUs are expressions of shared values that establish an intent to explore future collaborations and do not make specific commitments or allocate resources. Accordingly, these do not fall under Executive Orders 1080, 1081, and 1082.

Please contact IPGE to initiate the process of drafting a Ceremonial MoU.