### Instructions for Completing Routing Request for Approval of International Cooperative Agreements

**International Cooperative Agreements**

The Boise State University has approximately 50 International Cooperative Agreements (ICA) in over 30 countries; ICAs are also referred to as Memoranda of Understanding (MOU). These agreements allow for activities such as study abroad programs, faculty and student exchanges, collaborative research, seminars and workshops, dual degree, visiting student and/or service programs.

Cooperative agreements between the Boise State and other universities are legally binding documents that must pass careful review by the office of International Learning Opportunities and the Office of General Counsel. Agreements will only be signed by the Provost when they are clearly in the interest of the university and are on a solid financial footing.

International Learning Opportunities (ILO) is responsible for facilitating all the international cooperative agreements that Boise State has with foreign institutions. Once an agreement is signed, ILO keeps a copy of the agreement, and the partner institution keeps another copy. Original signed copies are retained in the Provost’s Office. Photocopies may be made for anyone involved with the collaboration.

**Why Create a MOU?**

To initiate formally acknowledged activities between Boise State University and international institutions, you must have a Memorandum of Understanding (MOU), also called an International Cooperative Agreement (ICA), signed by the Provost of Boise State and party of equal rank at the international institution. In order for a Memorandum of Understanding to be considered for approval, the institutions must have a history of collaboration, and must document a willingness to commit time and/or funds toward cooperative activities. To view existing Boise State international partnerships:

[http://international.boisestate.edu/faculty/international-cooperative-agreements/](http://international.boisestate.edu/faculty/international-cooperative-agreements/)

**How to Create a MOU**

A basic overview of the process of creating MOUs is located here:

[http://international.boisestate.edu/faculty/international-partnership-development/](http://international.boisestate.edu/faculty/international-partnership-development/)

Faculty and staff at Boise State should contact Corrine Henke, chenke@boisestate.edu, (208) 426-2630 in the International Learning Opportunities office for assistance with the creation of an ICA.

**Instructions**

This form should be completed by the faculty member (or designee) initiating a memorandum of understanding, agreement, collaboration or affiliation.

1. All information—including all names and titles—should be complete and accurate, since this information is used to create and/or confirm the specifics of the final agreements prior to signature at Boise State. Incorrect or inaccurate information will delay the signing of the agreements and/or render the agreement invalid.
2. The faculty member’s home department chair and dean should sign the form in the space provided prior to sending it to International Learning Opportunities. ILO will use the form to prepare and route the agreements for signature.

3. Exchange agreements must include an articulation of courses between Boise State University and the host campus to better assist Boise State students in obtaining course equivalencies.

4. The processes of review by General Counsel and securing of all necessary signatures of Boise State departments generally takes four to five weeks from the date the routing request form is received in ILO.

5. If you need the agreement signed by a particular date or are working toward a particular deadline, please note this in the “Other Information or Instructions” section.

6. If this agreement is tied to an official signing ceremony, please note this in the “Other Information or Instructions” section.

7. Please note agreements involving incoming international students require additional steps. Please submit the Incoming Student checklist.

8. Everyone is subject to United States export control laws which restrict the transfer of certain information or items to foreign nations or, in some cases, to foreign nationals in the United States.

   By signing this routing sheet you are certifying that there will be no exports, deemed exports, or re-exports that contravene United States export control laws. If you are uncertain whether this is the case you should speak with the University’s export control officer, John McDonald, available at johnnymcdonald@boisestate.edu or ext. 6-1252. It is important to ensure compliance with these laws as the violation can result not only in substantial monetary fines but also criminal charges in some cases.

9. Questions regarding this form or international cooperative agreements should be directed to Corrine M. Henke, in the Office of International Learning Opportunities: chenke@boisestate.edu, (208) 426-2630.
CHECKLIST FOR INCOMING STUDENT AGREEMENTS

Please check the boxes as appropriate. Please attach a copy of the proposed agreement.

All incoming student agreements should follow the format below. Attach a justification if requesting an exception to these standard terms. Approval of the relevant office (in parenthesis) will be required for any exceptions. For example, attach any proposed financial agreements pertinent to this agreement (example: waiver of any fees, special fees being charged, etc.)

- Agreement has pilot period of one year or less with the ability for Boise State to cancel the agreement after the pilot period.
- Students will meet minimum admissions standards for Boise State University, including academic and English proficiency (Admissions). Please note: 2+2 or other agreements will require higher English proficiency scores.
- Students will follow standard international admissions processes, requirements and time frames for immigration paperwork and student visa status (Admissions)
- No federal financial aid is being offered by Boise State University (Financial Aid)
- Students will be participating in the International Student Orientation (International Student Services)
- Students will register for classes in standard timeline and method for international students (Registrar)
- Any transfer credit offered will be offered through regular Registrar’s Office transfer credit procedures (Registrar)
- Students will be charged standard fees. No additional fees are being charged, proposed or waived (Department associated with fee)
- Housing and meal plans are not guaranteed in this agreement (Directors of Housing & Dining Services)
- A student support contact in the college or department has been designated. (College or Department initiating agreement)
- Meeting has been held with International Agreements Committee
- All issues raised by Enrollment Services International Agreements Committee have been addressed (attach details)
- A copy of the proposed agreement is attached
International Cooperative Agreement Routing and Approval

BOISE STATE INITIATING FACULTY INFORMATION

Name ________________________________ College & Department ____________________________
Telephone ___________________________ Mailstop ______________ Email _______________________

PARTNER INSTITUTION INFORMATION

Name of foreign institution ________________________________
City and country of foreign institution ________________________________
Name of department, faculty, or college at partner institution ________________________________

Full name & title of Faculty Coordinator at partner institution ________________________________
Faculty Coordinator’s mailing address ________________________________
Telephone ___________________________ Fax ___________________________ Email _______________________

Full name & Title of International Office representative at partner institution ________________________________
International Office’s Mailing Address ________________________________
Telephone ___________________________ Fax ___________________________ Email _______________________

Foreign institution’s website ________________________________

AGREEMENT INFORMATION

Select One:  Dual degree  Visiting Students  Full degree  Other ________________________________
Level of study  Undergraduate  Graduate
Length of study for students _______________ Number of students anticipated _______________
Starting semester ___________________________ Other information/Instructions_____________________

SIGNATURES

Faculty/staff contact ______________________ Date ______________________ Department Chair ______________________ Date ______________________
Dean ______________________ Date ______________________ AVP Enrollment Services ______________________ Date ______________________