



# International Academic Agreement Request Form (IAR)

Agreements between UTSA and international universities or entities are governed by a combination of Texas state law, Texas Higher Education Coordinating Board Rules, and UTSA policies. UTSA faculty or staff members seeking to establish an agreement with an international partner will complete and send a signed copy of this form to the Office for the Vice Provost for Global Initiatives for review.

## SECTION I - Agreement Proposal Information

### UTSA Faculty/Staff Requestor Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_ Ext. \_\_\_\_\_

\*\*UTSA Requestor--confirm this initiative has **institutional** support from the potential partner

### Institution Information:

Proposed Agreement Start Date: \_\_\_\_\_ International Institution/Organization Acronym: \_\_\_\_\_

International Institution/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Legal Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Briefly describe what objective(s) will be served through the establishment of an agreement.

Describe the benefits to UTSA that will be realized by establishing this agreement.



Identify and describe 1.) the educational activities and/or program proposed for this agreement and 2.) which resources you will need from UTSA.

What are the proposed partner's latest rankings from [Times Higher Education](#):

Worldwide Ranking: \_\_\_\_\_

Regional Ranking: \_\_\_\_\_

### SECTION II - Review and Approval from Academic Affairs

Approval of Department Chair:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of College Dean

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

College (or Administrative Unit) \_\_\_\_\_ Date: \_\_\_\_\_

*Requests for International Academic Agreements are reviewed weekly, and approved requests normally result in the establishment of a cooperation agreement between UTSA and the proposed partner. Many international activities require the development of additional agreements, which can take several months to negotiate between UTSA and the prospective partner.*

Please send this signed form and any support documents to [globalrelations@utsa.edu](mailto:globalrelations@utsa.edu).

For questions about this the process, please call (210) 458.5074 or (210) 458.7211

**Review and Approvals from Research *(To be sent out by Global Initiatives)***

In achieving the goals and activities proposed above, UTSA's Office of Research Integrity need to review in advance the specifics of all proposed exchanges of information and/or research collaboration to ensure that such exchanges or collaborations comply with the American Export Control laws and regulations.

Comments of the Security Manager:

Approval of the Office of Research Integrity:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_