## **Approval Process for International MOAs**



of the Provost and Legal Affairs

The negotiation and MOA content development work is the responsibility of the college/department. The role of CISP is to move the MOA through the approval process and provide suggestions as needed.

International Institutions request to **International Institution** develop a relationship with UToledo UToledo College/Department identifies a point of contact (POC) and drafts the MOA (using the **UToledo Department** UToledo preferred template) and submits to CISP CISP notifies Dean of the College/ (3)**Dean of the College** Department and request initial approval **CISP notifies Provost/President Office** (4)**Provost/President** and request initial approval **International Admissions International Undergraduate Admission and** (5)College of Graduate Studies will be notified if the MOA involves student recruitment **Graduate Admissions** CISP sends MOA to finance for approval. POC is (6)Office of Finance responsible to answer questions from finance. CISP sends MOA to legal for approval. POC is Office of Legal Affairs responsible to answer questions from legal. CISP sends final MOA to the Provost Office of the Provost Office for signature POC sends signed MOA to the Internation-**International Institution** al Institution for signature Signatures collected from all parties. **Legal and Provost Office** CISP sends final MOA copies to Office