

## Memorandum of Agreement (MOU) Initial Request Form

A K-State international memorandum of understanding (MOU) is an agreement between two or more parties/institutions. These MOUs are not legally binding and serve as a letter of intent for more specific future agreements with K-State. Send this completed and signed request to [oiip@k-state.edu](mailto:oiip@k-state.edu). More information on K-State international agreements can be found at <https://www.k-state.edu/oiip/faculty/agreements.html>

<b>Name of Proposed Partner Institution:</b>		<b>Request Date:</b>
<b>City/Country of Partner Institution:</b>		
<b>Partner Institution Main Website and/or International Office Website:</b>		
<b>Your Name &amp; Title:</b>	<b>Department/Unit:</b>	
<b>E-mail:</b>	<b>Phone</b> :	
<b>Purpose Statement:</b> This should be a concise statement discussing the intention of the new/proposed agreement that justifies the MOU. Defines the purpose of the partnership that benefits both parties. It may explain how the parties involved will use the new agreement.		
<b>Requesting College/Department:</b> Be aware that the use of the K-State MOU template is highly recommended as it has already been approved by General Counsel to enable an expedient process. If there are changes to the MOU template, then General Counsel is required to review the document, so allow for additional time. The OIP general MOU is signed by the K-State President and is a precursor to any additional international agreements. OIP points out that an additional agreement with the partner institution could be a possibility to elaborate on more specific terms. This would require coordination with the General Counsel and does not bypass the need for the OIP general MOU. <a href="https://www.k-state.edu/generalcounsel/">https://www.k-state.edu/generalcounsel/</a> Cayuse assists in facilitating the international MOUs so expect notifications.		
<b>Primary Departmental Contact(s) at Host Institution</b> <i>(Name, Title, Department, Email, Phone)</i>		
<b>International Office Contact(s) at Host Institution</b> <i>(Name, Title, Address, Email, Phone)</i>		
<b>K-State Requesting Party</b> <i>(Name/Title/Signature)</i>		
<b>Department/College Approval</b> <i>(Name/Title/Signature)</i>		