

Part II. Central Office - Preliminary Review of Agreement and Board Resolution

A. (CUNY Central will check if applicable) Central Office is returning the draft agreement and the draft board resolution to the Study Abroad Director with comments/corrections. Please make revisions/corrections indicated and then re-submit to OAA and OGC for review.

Date: _____.

B. (Study Abroad Director will check if applicable) I have revised and am re-submitting the agreement and board resolution for preliminary review. Date: _____.

C. Preliminary Review:

The agreement is approved by OAA for transmittal to exchange institution by OAA, and the board resolution is approved by OAA for College submission to the Board.

_____ initials _____ date

The agreement is approved by OGC for transmittal to exchange institution by OAA, and the board resolution is approved by OGC for College submission to the Board.

_____ initials _____ date

Note: After receiving OAA and OGC approvals, College:

- (1) may transmit the agreement to the exchange institution for its review and signature; and
- (2) must follow College's procedure to submit board resolution.

Part III. College Submission for Final Review of Agreement and Approved Board Resolution.

Study Abroad Director: Submit the agreement that has been signed by exchange institution, a copy of the related board resolution approved by the Board of Trustees, and this transmittal sheet with this Part III completed to CUNY Central Office of General Counsel (OGC) for approval as to form for signature by College President. Date: _____.

Date that Board Resolution was approved: _____ Calendar No. _____

Part IV. Office of General Counsel Approval for Signature by College President

Approved as to form by OGC for signature by College's President.

_____ initials _____ date

Note: After receiving OGC approval as to form, College may have agreement signed by its President and transmit a fully signed agreement to the exchange institution.