TRANSMITTAL SHEET FOR REVIEW OF INTERNATIONAL AGREEMENTS
BY OFFICE OF ACADEMIC AFFAIRS AND OFFICE OF GENERAL COUNSEL

Part I. Initial Submission by College. Study Abroad Director: Submit the draft agreement, the related draft board resolution, and this transmittal sheet (2-sided) with this Part I completed to OAA for preliminary review:

1. What type of agreement?
   - [ ] Study Abroad
   - [ ] Student Exchange
   - [ ] Faculty Exchange

2. Number of CUNY students per year expected to participate: _____

3. Number of non-U.S. host/exchange institution students per year expected to participate: _____

4. Duration: Initial Term: ___ years  Renewal Options: ___ options to renew for ___ years each
   (Note: new agreements are set at 1 year for the initial term with 2 options to renew for 2 years each)

5. Financial Arrangements: ______________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

6. Contact information:

   CUNY College ___________________________ Non-U.S. Host/Exchange Institution

   Study Abroad Director and Contact Person  Host/Exchange Institution’s Contact Person
   (person submitting documents for review)

   Tel ___________________________ Tel ___________________________

   Fax ___________________________ Fax ___________________________

7. Requestor Certification: I certify that I have read the agreement, and that it accurately reflects the intent of the parties and is in the University's best interest, that the activity is consistent with the University's mission, that I have disclosed to OAA and OGC any unresolved and substantive concerns, that funding is available and appropriate, that all charges to students are in compliance with the Tuition and Fee Manual, and that I will assure that the agreement is administered in accordance with its terms.

   ___________________________ Signature of Study Abroad Director   ____________ Date

[continued]
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 and 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.