Why Initiating Agreements?

Are you connected with an international institution that would like to develop a formal partnership agreement with Georgia State University? International Partnerships & Agreements (IPA) works with Georgia State University colleges and units to negotiate and coordinate the creation of international cooperation agreements. Please use the information in this guide to initiate an agreement.

Initiating Agreements Step-By-Step

1. Initiate discussions with the Partner Institution about the type and scope of collaboration.

2. Decide on the extent of the relationship or collaboration and choose the most appropriate type of international agreement to be initiated.
   a. Letter of Intent - non-binding agreement establishing the desire to explore cooperation.
   b. Memorandum of Cooperation - non-binding agreement stating agreed-upon general or potential areas of collaboration.
   c. Program Specific Agreement - binding agreement establishing details of a program or activity and specific terms of such collaboration.

3. Check Georgia State’s International Partnership Agreements Database to determine if an agreement with the Partner Institution is already in place. If an agreement already exists, contact IPA for further guidance.

4. If not, download the applicable agreement template* from the Partnerships website and draft the agreement.

5. Submit the agreement draft for university review through the I-Agree Agreement Management Tool by clicking the "Initiate Agreement" button.

6. IPA receives the agreement and begins the review and approval process.

International Partnerships & Agreements Contacts:
Anna Tapfer; atapfer@gsu.edu; 404-413-2552
or Kike Ehigiator, kehigiator@gsu.edu; 404-413-2532
IPA General Mailbox: partnerships@gsu.edu
Partnership Resources (including templates): https://international.gsu.edu/agreement-resources/