What is an LOI?

- **Non-binding** agreement establishing the desire to explore cooperation opportunities.
- **Non-renewable**, one-page agreement that does **not** contain any financial commitments or other obligations.
- **Does not** establish or facilitate mobility and programs.
- Usually at the **department or college-level**.
- Should **not** be signed if no clear plans for further collaboration are laid out/apparent.
- Precursor to a PSA.

Considerations for Choosing an LOI

- **Timeline:** If on GSU’s template, approximately 2-4 weeks; several weeks longer if on Partner Institution’s template.

  ![Template Timeline](chart)

  - **GSU**
  - **PARTNER INSTITUTION**

- **Signatories:**
  - The president or provost, if at the university-wide level*
  - The dean, if at the department or college level.

- **Existence of a prior agreement with this institution.**
  Check the Agreements Database: [http://ipaweb.gsu.edu/Search/](http://ipaweb.gsu.edu/Search/)

- **Contact and negotiations** with Partner Institution should be underway prior to initiating a draft.

- Download a GSU template at: [https://international.gsu.edu/agreement-resources/](https://international.gsu.edu/agreement-resources/)

  *If two or more Colleges are involved, the agreement is University-wide

LOI Step-By-Step

1. **PD** leads discussion on and establishment of **common areas of interest** with the Partner Institution.
2. **PD** consults with the **College International Specialist or IPA** at Georgia State.
3. **PD** drafts the LOI from the **template** or incorporates our template content into the Partner Institution’s template.
4. **PD** or College International Specialist **requests the agreement draft to IPA through I-Agree** to begin the review and approval process.
5. **IPA** conducts initial review, then initiates **Support Unit review** at Georgia State.
6. **IPA** conducts initial review, then initiates **Support Unit review** at Georgia State.
7. After all Support Units have approved, and if **PD** and Partner Institution agree, **IPA requests Legal review for university sign-off**.
8. In many cases, upon Legal approval, **IPA prints the agreement in duplicate, routes for signatures at GSU, and then couriers the agreement to the Partner Institution**.

   Once the agreement is executed (returned fully signed by both parties), **IPA will log and post the agreement** to the online **Agreements Database** and send a notification of execution to the PD and relevant university units/contacts.

*Please see the reverse for an acronym legend*
Information Needed for a LOI Draft

- Partner Institution’s logo.

- GSU department or college details, if at department or college-level.

- Partner Institution’s official name in English and official language.

- Partner Institution’s short name.

- Partner Institution department or college details, if at department or college-level.

- Partner Institution’s city and country.

- List of discussions / historical collaborations / visits or delegations (with dates and names of people involved) that have led the PD and the Partner Institution to initiate formal partnership through an LOI and to plan future programmatic activities.

- List of common educational interests and goals to be developed through PSA within the term of the LOI. Examples are given in the template and can be modified.

- GSU signatory and title.

- Partner Institution signatory and title.

- Other details requested during IPA review specific to this agreement.

Georgia State University’s Acronym Key

| CAS: | College of Arts & Sciences |
| CEHD: | College of Education & Human Development |
| IPA: | International Partnerships & Agreements |
| GSU: | Georgia State University |
| LOI: | Letter of Intent |
| MOC: | Memorandum of Cooperation |
| MOU: | Memorandum of Understanding |
| OII: | Office of International Initiatives |
| OLA: | Office of Legal Affairs |
| PD: | Program Director |
| PSA: | Program Specific Agreement |
| RCB: | Robinson College of Business |

College Contact
PDs, please contact your Director of International Engagement or International Specialist. If your college/school does not have international engagement staff, please contact relevant IPA staff.

CEHD: Tanya Madenyika; tmadenyika@gsu.edu; 404-413-8350; or Catharina Chang; cychang@gsu.edu; 404-413-8196

CAS: Eric Friginal; efriginal@gsu.edu; 404-413-5186

RCB: Emily Caskey; ecaskey@gsu.edu; 404-413-7144; or Jacobus Boers; jboers@gsu.edu; 404-413-7290

University Contact
PDs, please contact IPA for further questions/guidance.

IPA: 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/