What is a PSA?

- **Binding agreement** establishing resources, details of a program, and terms of collaboration - including roles, expectations, responsibilities, activities & contributions of the respective parties. Examples: exchanges, transfer articulation, international recruitment, etc.
- **Renewable** if the program or activity is successful during the first term (generally 5 years) and continues to have support moving forward.
- Generally 7 to 10 page agreement that may contain financial commitments or other obligations.
- Can be **college or university-wide** and may have stemmed from a prior MOC or LOI.
- Should **not** be signed if no clear plans for further collaboration are laid out/apparent.

Considerations for Choosing a PSA

- **Timeline:** If on GSU's template, approximately 8 weeks; several weeks longer if on Partner Institution’s template.
  
<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11+</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 WEEK MINIMUM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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/)
  If an agreement already exists, contact IPA for further guidance
- **Contact and negotiations** with Partner Institution should be underway prior to initiating a draft.
- Some universities use a Memorandum of Cooperation or Understanding (MOU) in order to establish a program or activity. **GSU uses a PSA to capture program details.**
- 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.

**PSA Step-By-Step**

1. PD leads discussion on and establishment of **concept for program or activity** with Partner Institution.
2. PD consults with the **College International Specialist or IPA** who will review, refer, and approve the agreement according to the PD Consultation Checklist.
3. PD drafts the PSA from the **appropriate template** or incorporates our template content into the Partner Institution’s template, or requests assistance from IPA with a customized draft.
4. PD or College International Specialist **submits 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 (housing, registrar, ISSS, etc.). PD communicates any changes with Partner Institution during this phase.
6. After all Support Units have approved, and if PD and Partner Institution agree, **IPA requests Legal review for university sign-off.**
7. 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.** For other scenarios (e.g. signing ceremony or international printing), please contact IPA for relevant procedures.
8. 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 notification of execution to the PD.**
9. IPA will send an expiration reminder to PD **4 months prior to PSA expiration** to initiate the renewal process.

*Please see reverse for an acronym legend.*
Checklist of Required Information

- Partner Institution's logo.
- GSU department or college, if at department or college-level.
- Partner Institution full name.
- Partner Institution department or college, if at department or college-level.
- Partner Institution short name.
- Partner Institution's city and country.
- Description/Purpose of Program or Activity.
- Duration (usually (5) year terms).
- GSU academic calendar (months)
- Partner Institution academic calendar (months)
- Semesters available to participants at each institution.
- Date / semester the program or activity will begin.
- Targeted population (undergraduate, graduate, post-graduate, etc.)
- Number of students or faculty members to be exchanged (if applicable).
- If renewing an existing PSA, the current number of incoming and outgoing students under the previous exchange term, and if available, corresponding credit hours taken by each student.
- Host unit participants are drawn from at GSU and Partner Institutions.
- Language of instruction at Partner Institution and any special language considerations for participants.
- List of required test scores at Partner Institutions and other admissions requirements.
- Course load of classes. These must be appropriate to full-time status at the home and/or host institution and for visa purposes.
- Admission application fees, or if waived by relevant unit(s).
- Tuition and mandatory student fees (payment to home university only?)
- Employment allowed?
- Other information for participants, as applicable: housing fees, further visa or passport requirements, health insurance specifications, salaries, etc.
- GSU PD contact information (cannot be the same as the signatory and must include name, title, courier address including postal code, phone number with country code, fax number, email address).
- Agreement translation language, if applicable.
- 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/