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 IN WEEKS

  GSU 1 2 3 6 5 6

  PARTNER INSTITUTION

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

• Existence of a prior agreement with this institution. Check the Agreements Database: http://ipa-web.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/

  *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 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.

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.

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 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: Catharina Chang; cychang@gsu.edu; 404-413-8196
CAS: Eric Friginal; efriginal@gsu.edu; 404-413-5186

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

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