The ISU Office of International Engagement (OIE) provides guidance and support to academic colleges and departments as well as individual faculty and staff members who wish to pursue institutional partnering opportunities with peer universities around the globe.

\*Please note that the process for establishing and approving an institutional partnership may vary case by case.

## Overview of the step-by-step process of creating an international partnership

| Step 1  | Preliminary discussions within the academic colleges or departments   |
|---------|---|
| Step 2  | Obtain approval from the college dean/associate dean/ department chairperson to pursue this partnership   |
| Step 3  | Complete and submit the international partnership planning document   |
| Step 4  | The OIE reviews the planning document   |
| Step 5  | • The Office of International Engagement coordinates the process of drafting an agreement for a new partnership / updating the agreement for renewing an existing partnership |
| Step 6  | The Office of General Counsel reviews and approves the draft agreement  |
| Step 7  | The Office of Export Control reviews the draft agreement  |
| Step 8  | • Appropriate administration offices (e.g., Office of the President, Office of the Provost, etc.) approve the agreement   |
| Step 9  | • ISU signs the agreement.  |
| Step 10 | Partner institution signs the agreement. OIE communicates to all concerned.   |
| Step 11 | Activities begin  |
|         |   |