

## MEMORANDUM OF UNDERSTANDING

An international Memorandum of Understanding (MOU) is a general nonbinding statement of intent to cooperate and explore joint academic activities with a partner institution. The Office of Global Engagement (OGE) is UCI's office of record for international MOUs, and [UCI policy](#) requires that OGE review and approve MOUs before signature. OGE is available for consultation during any stage of the process.

### INSTRUCTIONS

1. Discuss the proposed MOU with your department chair and dean to confirm their support.
2. Download [MOU template](#). Complete areas shaded in gray and save as a draft.

Note: If the partner institution requests that its MOU template be used, UCI can accommodate this; however, internal review and approval will usually take longer.

3. Email the draft to OGE's [international agreements officer](#) for review. Include the reason you are requesting the MOU and cc: your department chair (or other individual with decision-making authority for your unit) to indicate their support.

Approval from OGE can be expected within two days for MOUs that conform to the MOU template. If changes have been made to the template, or the partner institution's template is being used, approval time will vary depending on the nature and extent of the differences.

4. Upon receiving approval from OGE, send the draft to your contact at the partner institution. Ask them to review it and let you know if they have any questions or comments, which OGE will help you address.
5. Upon receiving a response from your contact at the partner institution, email OGE with an update and for next steps. If the partner institution approved the draft as is, OGE will let you know the process for obtaining signatures. If the partner institution requested changes to the draft, OGE will review the changes and either seek internal approval or comment for the partner institution's further review.