

This checklist must accompany every agreement
Global Engagement Office
International Agreement Coversheet

Agreement Sponsor Name: _____ Department: _____ Email: _____		
Information about International Institution:		
Name: _____	International Office contact: _____	Title: _____
Address: _____	Phone: _____	Email: _____

Agreement has been approved by the sponsoring department. Please have the Department Head sign below.

Approved by or comments provided by: _____
Signature Date

Agreement has been approved by the sponsoring college or school. Please have the Dean or Director sign below.

Approved by or comments provided by: _____
Signature Date

If the agreement involves the articulation of credit hours for incoming degree-seeking international students sponsor must obtain approval of the Office of the Registrar, registrar@uwyo.edu.

Approved by or comments provided by: _____
Signature Date

Agreement has been approved by the Education Abroad Director, Shelley Jewell, sjewell1@uwyo.edu, in case of an exchange agreement, or International Students & Scholars Director, Jill Johnson, jillj@uwyo.edu, in case of incoming degree-seeking international students.

Approved by or comments provided by: _____
Signature Date

Agreement has been approved by AVP for Graduate Education, James Ahern, jahern@uwyo.edu, or AVP for Undergraduate Education, Anne Alexander, aalex@uwyo.edu, as appropriate.

Approved by or comments provided by: _____
Signature Date

Agreement has been approved by the AVP for Global Engagement, Anthony C. Ogden, aogden1@uwyo.edu.

Approved by or comments provided by: _____
Signature Date

For questions on completing this checklist, please contact Carrie Hesco at chesco@uwyo.edu or 766-3638.