REQUEST FOR INTERNATIONAL AGREEMENT PROCESS MAP
Office of the Associate Vice-President International (AVPI)

1. Agreement Request Form with Letter of Support from the Faculty Dean

Drivers of Partnership Requests:
(1) York UAP and International Engagement Strategy
(2) Faculty research collaborations
(3) Visiting Delegations
(4) Foreign Governments’ funding programs
(5) Conferences and Meetings (PD activities)
(6) Recruitment and Marketing Contacts

2. AVPI Review, Assessment & Recommendation

3. AVPI drafts agreement in collaboration with relevant parties

4. Legal Counsel reviews final draft of agreement (if applicable)

5. Two original copies of the agreement are signed according to signing authority register
   (a) VPA- Provost signatures
   (b) Partner signatures

6. AVPI Records New Agreement in the Database

7. AVP keeps one agreement copy at York and sends one copy to New Partner

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