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**Building a cooperative international education agreement**

Required background documentation

The following documentation should be obtained from your collaborators at the partner institution as early in the process as possible to facilitate the agreement development process. English language documentation is requested to facilitate the IUPUI campus consultation process.

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| **✓** | **Documentation Checklist** | **Reason needed** |
|  | Institutional website | Provides key background information about the institution, if the institution is not already known to IUPUI.  |
|  | Detailed term-by-term degree plan/curriculum structure at the partner institution, including credit hours per course  | Provides key information about the curricular structure of the program from which students will be enrolled at IUPUI. |
|  | Number of credits required to complete the degree program at the partner institution.  | Enables international admissions staff to calculate whether a transfer credit ratio needs to be applied as courses are articulated for transfer to IUPUI |
|  | Grading scale | Verifies the grade requirements for admission to IUPUI and course transfer, to be stated in the agreement using the grading system of the partner university. |
|  | Course syllabi/descriptions (if course transfer articulations need to be developed) | Enables IUPUI department faculty to determine appropriate course articulations. |
| ***Note*** – The International Admissions Office of the OIA will research the accreditation status of the target program at the collaborating institution. Further information may be requested if there are questions about the accreditation/recognition status of the program from which credits are to be transferred. |