

College-level / Department-level / Institute-level MOU Signing Flow Chart

Discuss and approved by the College/Department/Institute meeting



Submit the proposed MOU to OIA; OIA will the MOU to President for approval



MOU Signing

- Representative from partnership institution come to First Tech to sign the MOU
- Director of academic program from First Tech go to partnership institution to sign the MOU
- MOU signed and exchange via international mail

*College/Department/Institute is responsible for arranging MOU signing ceremony



Photocopy of the MOU kept by OIA