

Internationalization Process

Checklist

STEP BY STEP for the formalization process of International Cooperation

1. **MEMORANDUM OF UNDERSTANDING / PROTOCOLO DE INTENÇÕES:** Print the *Memorandum of Understanding* in two versions, in Portuguese and also in one of the languages available on our website (*English, French or Spanish*) as best suits the **institution that will initiate the process**. After printing, *the proposing institution* shall arrange the due completion and signature of the Memorandum of Understanding.
2. **FORM / FORMULÁRIO:** The Form for the formalization of International Cooperation shall be completed by the *international institution* and sent via *online* to the International Relations Department (Relinter) of the Universidade Federal do Tocantins – UFT. It is available on: https://docs.google.com/forms/d/e/1FAIpQLSesM2iVbj-3FmMOWOuCMULgGKqrUEGmhSj51IGPoBfQEuOvmA/viewform?usp=sf_link
3. **DECLARATION OF SIGNATORY AUTHORITY / DECLARAÇÃO DE AUTORIDADE SIGNATÁRIA:** The **international institution** must fill out and sign the *Signatory Authority Declaration* of its institution, in two versions - Portuguese and *English, French or Spanish*, according to the models available on: <https://ww2.uft.edu.br/index.php/coordenacao-de-relacoes-internacionais-relinter/cooperacao-internacional-pt/documentos-e-orientacoes-relinter>
4. It is also necessary that the **international institution** provides UFT an official document from the *Council's Executive Committee* or other *public/state organ* appointing the Rector as the legal representative of the University.
5. **TERM OF LIABILITY / TERMO DE RESPONSABILIDADE:** The present *Term*, which is available on: <https://docs.uft.edu.br/s/VfnTzE0ESuyo0Y4tQi5t4A>, shall be duly signed by the UFT representative, who is supposed to accompany the Agreement during its term. It is necessary that the Coordinator / Representative referred here be a public servant of UFT.

All the steps above shall be jointly sent to RELINTER/UFT for the initialization of the International Cooperation process.