

Date: _____

TO: Department Chair and College Dean

FROM: Submitting party (Academic Manager)

RE: Letter of Approval for Reciprocal Agreement Between UF and _____

The attached reciprocal exchange agreement between the University of Florida and _____
_____, located in (City, Country), is being submitted for approval. Please read,
sign if the terms meet with your approval, and return the agreement to me for further handling. Thank you!

Departmental Approval:

I have read the attached agreement and approve of the participation indicated for the Department of
_____.

Signature of Department Chair

Date

Name

College Approval:

I have read the attached agreement and approve of the participation indicated for the College of
_____.

Signature of College Officer

Date

Name and Title

Academic Manager:

I have read the attached agreement and agree to serve as its academic manager.

Signature of Academic Manager

Date

Name and Title