

Bilateral Agreement Instructions

The numbered instructions below correspond to a blank on the Bilateral Agreement Form.

1. Insert the name of the ECU College
 2. Insert the name of the ECU Department
 3. Insert the name of the other institution (agency)
 4. Insert your contact information
 5. Insert the contact information for your counterpart at the other institution (agency)
 6. ECU department chair's signature line-***[DO NOT SIGN AT THIS TIME]***
 7. Print the ECU department chair's name
 8. Leave the date line blank
 9. ECU college dean's signature line-***[DO NOT SIGN AT THIS TIME]***
 10. Print the ECU college dean's name
 11. Leave the date line blank
 12. University Bilateral Agreements Committee (UBAC) chair's signature line
 13. Print the UBAC chair's name
 14. Leave the date line blank
 15. Provost's signature
 16. Print the Provost's name
 17. Leave the date line blank
 18. Insert the name of the other institution (agency)
 19. Other institution (agency) authorized person's signature line-***[DO NOT SIGN AT THIS TIME]***
 20. Print the name of the person signing on behalf of the other institution (agency)
 21. Print the title of the person signing on behalf of the other institution (agency)
 22. Leave the date line blank
- [Note: extra lines have been provided for additional signatories, use as appropriate.]*
23. Exhibit A is a list of the requirements that the students must meet at the other institution (agency) and a list of the requirements the student must meet at ECU in order to receive the ECU degree. This document will also explain the manner by which the student becomes "enrolled" in the transfer program.
 24. Exhibit B is a list of the classes that will transfer from the other institution (agency) to ECU.

For additional information about University Bilateral Agreements, please email the UBAC at ubac@ecu.edu or visit the [University Bilateral Agreements Committee Website](#).