

### **Example of a Letter of Intent**

#### **LETTER OF INTENT ("LOI")**

**between**

**PURDUE UNIVERSITY**

**West Lafayette, Indiana, USA**

**and**

**Name of International Institution)**

**Name of unit (College/School, Department)**

**(City and Country)**

Purdue University on behalf of its (unit name) and (International Institution) on behalf of its (unit name) establish this Letter of Intent to foster international cooperation in education and research.

1. Both parties will encourage the following activities to promote international academic cooperation:

a) Exchange of materials in education and research, publications, and academic information;

b) Exchange of faculty and research scholars;

c) Exchange of students;

d) Joint research and meetings for education and research;

e) Technical assistance.

Before implementing these activities, the parties will discuss the Opportunities and challenges presented and may thereafter enter into specific agreements based on the mutually agreed objectives and outcomes.

2. This Letter of Intent forms the framework for cooperation between the parties to identify and achieve shared goals and objectives, and to facilitate and develop a genuine and mutually beneficial exchange process and research relationship. This Letter of Intent is non-binding and does not impose any legal or financial obligations or liabilities on either party.

3. This Letter of intent shall remain in effect for five years, unless ii) either party terminates sooner by notifying the other party in writing, or (ii) the joint activities contemplated by this Letter of Intent are completed before the end of the five-year period. The parties may extend this Letter of Intent beyond five years by mutual agreement.

4. Each party shall designate a person or office to serve as liaison for implementing this Letter of Intent. For Purdue University, the contact person will be (name, address, phone- Fax, email). For (international institution), the contact person will be ( name, address, phone, fax, email ).

Purdue University

(international Institution )

By: \_\_\_\_\_  
(Name and title of department chair or dean of  
sponsoring unit)

By: \_\_\_\_\_  
(Name and title of counterpart it international  
institution)