

Export Controls
Foreign Travel Disclosure Form

This form is required each time you will be traveling **outside** of the United States, transporting items/software/data/technology outside of the United States or to a foreign person in the U.S., or working with foreign persons, educational institutions or businesses.

Please complete and submit this form a minimum of two weeks prior to all International Travel OR as soon as you know that a license may be required as it can take up to two (2) months to secure a license.

Legal Name: _____ E-mail: _____

Department: _____ Phone Number: _____

What is your citizenship? _____ Dates of Travel: _____

To which countries will you be traveling? _____

Will you be working with foreign persons, faculty or students, educational institutions or businesses while traveling for your project? Yes No

If yes, please list the name(s) and institutional affiliation(s) of the foreign persons with whom you'll be working:

Will you be transporting any encrypted software/technology/items/data to a foreign country? Yes No

If yes, please describe the encrypted software/technology/items/data: _____

Will you be transporting any equipment to a foreign country? Yes No

If yes, please list the equipment (i.e.: laptop computer, cell phone, GPS unit). You will need to have the ECCN code for the equipment and/or its parts. Please include that information which is available from the manufacturer:

Have you received information regarding International Medical insurance? Yes No

If not, please contact the office of International and Exchange Programs at SOUT 410 or x4620.

Will any dependents be traveling with you? Yes No

If yes, please list their full legal name and their citizenships: _____

Please sign and date this form then submit it with your travel authorization paperwork to your dean's office. For questions regarding export controls, please contact Dr. Kevin Railey, Associate Provost and Dean of the Graduate School. If it is determined that you may need an export controls license, Dr. Railey will work with you to further research your compliance with applicable federal regulations. Note: We reserve the right to delay or not reimburse travel expenses if this process is not followed.

Forwarded to Academic Dean	Date: _____	Signature: _____
Outcome of Dean's Review	<input type="checkbox"/> Approved <input type="checkbox"/> Date Forwarded to Export Controls Officer _____	Dean's Signature: _____
Outcome of Officer's Review	<input type="checkbox"/> Approved <input type="checkbox"/> Export License Required Date: _____	Officer's Signature: _____