International Travel and Export Control Regulations

When planning a trip abroad, individuals sometimes carry information, technology, and equipment with them. However, faculty, staff, and students need to be aware of the impact of export controls regulations when traveling internationally. **Export controls regulations affect:**

- **Items you take with you on a trip**, such as:
    - Laptops (both personal and A-State property)
    - Encryption items
    - Data and technology
    - Blueprints, drawings, and schematics
    - Chemicals, biological materials, and scientific equipment

- **Supplying certain technologies or data at a "closed" conference or meeting** (a meeting that is not open to all technically qualified members of the public and attendees are not permitted to take notes)

- **Restricted information** (in print and electronic format or discussed verbally while abroad)

- **Travel to sanctioned or embargoed countries**

- **Doing business with, or providing services to, certain people or entities** (including human subjects and collaborative research)

You must ensure that any information you discuss or items that you carry are either not controlled or, if controlled, that you have proper licenses in place. A license may be required from the U.S. Departments of Commerce, State, or Treasury, depending on the items you are taking, the country to which you are traveling, and the individuals with whom you will interact.

Fortunately, most international travel does not raise any export control concerns. In some cases, an exclusion or exception to the license requirement is available. In order to assess any export control restrictions associated with your upcoming international trip, please answer the International Travel Checklist questions carefully. NOTE: Individuals can be held personally liable for exporting items, technical data, or software without a license or license exception.

Export control clearance must be received *prior* to travel. Please send the signed documents to the Director of Research Compliance (contact information below) at least 30 days prior to travel. **We cannot approve your travel request without these documents.**

If you have any questions, please contact:

Jenny Estes, Director of Research Compliance
Direct line: (870) 680-8289 | jlestes@astate.edu
Research and Technology Transfer: (870) 972-2694

International Travel Checklist

Name: _____   Depart date: _____

Destination country(ies): _____   Return date: _____

Department: _____   ID number: _____

1. **Do you plan to travel to an embargoed destination?** ☐ Yes ☐ No

   In addition to embargoed countries, certain countries, such as Belarus, Central African Republic, Cuba, Iran, Libya, North Korea, Somalia, Sudan, and Syria have seen increased restrictions. For an updated list of embargoed or sanctioned countries and other restrictions, please visit: https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx

2. **Will you be taking any information or technology that is not available in the public domain or education areas, is classified, or is subject to export control regulations (including materials in print or electronic versions)?** ☐ Yes ☐ No

   Export controlled materials include technology, software, and information related to the design, production, testing, maintenance, operation, modification, or use of controlled items or items with military applications. It does NOT include basic marketing information on function or purpose; information regarding general scientific, mathematical, or engineering principles commonly taught in universities; or information that is generally accessible in the public domain.

3. Are you taking any biological or hazardous materials abroad? ☐ Yes ☐ No

   If yes, have you obtained approval from Environmental Health and Safety? ☐ Yes ☐ No

4. Will you be presenting at a conference or meeting? ☐ Yes ☐ No

   If yes, will you be presenting information that is not available in the public domain or is not fundamental research? ☐ Yes ☐ No

5. Will you be attending a "closed" conference or meeting? ☐ Yes ☐ No

   A closed meeting is not open to all technically qualified members of the public.

6. Will you be taking any materials or equipment, including laptops, tablets, phones, software, or scientific equipment? ☐ Yes ☐ No

   ☐ **Personal Property** (Complete the Export License Exception (**BAG**) Certification)
   ☐ **A-State Property** (Complete the Export License Exception (**TMP**) Certification)

7. Will you provide a service or financial assistance to a foreign entity while traveling? ☐ Yes ☐ No

   "Services" includes providing research assistance, assisting in data analysis, etc.
   "Financial assistance" includes hiring of project personnel.

8. Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government? ☐ Yes ☐ No

9. Will you be sharing A-State-developed, non-commercial encryption software in source code or object code? ☐ Yes ☐ No

10. Do you know or have any reason to believe that the information you will share or the activities in which you will engage while traveling will have a military use or will provide a military service? ☐ Yes ☐ No

    For example, will information you take or discussions you have aid in the design, development, production, stockpiling, or use of nuclear explosive devices, chemical or biological weapons, or missiles?

I hereby certify that I have read and understand the information provided regarding compliance with export laws and regulations. I understand that I could be personally liable if I unlawfully export or disclose export controlled information or technology to foreign nationals without prior approval. I have provided complete information in responding to the questions listed above.

_____   _____

Signature   Date