



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

INTERNATIONAL TRAVEL EXPORT CONTROL SCREENING CHECKLIST

Please complete and submit this form to the Export Controls Officer for an evaluation of export control travel concerns at least 10 business days prior to travel outside of the United States. If an export license or other government authorization is required, it must be in place prior to travel.

When traveling internationally, Faculty, Staff and Students may plan on taking information, technology, and equipment with them that could be subject to U.S. export control laws. You must ensure that any information that you will present or discuss, and any items you will take with you, are either not export controlled or, if controlled, licenses or other government authorizations are obtained. You and PVAMU may be liable for violations of export control laws and regulations as a result of where you travel, what you take, and what information is disclosed. This checklist will assist in recognizing and identifying potential export control violations before they occur.

Export controlled materials may include technology, software, and information related to the design, development, engineering, manufacture, production, assembly, testing, repair, maintenance, operation, demilitarization, processing or use of controlled items or items with military application. This 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.

Contact Information for International Traveler:

Name:	
College/Dept/Office:	
Primary Phone Number:	
Primary Email Address:	
Travel Dates:	

Traveler Checklist

1.	Do you plan to travel to an embargoed destination (e.g. Iran, North Korea, Sudan, Syria, Cuba)? Current List of Embargoed Countries <i>If yes, a license may be required, or travel prohibited.</i>	☐ Yes ☐ No If yes, please list:
2.	Except for the countries listed in question 1, please list the countries you are traveling to?	Please list:

	Export control regulations vary by country. The current list of embargoed countries and export restrictions can be found HERE .	
3. (a)	Purpose of travel: (Check all that apply) ☐ Conference or meeting ☐ Research ☐ Collaborating with a foreign entity ☐ Other	If other, please provide details:
(b)	If attending a conference or meeting, please provide the name of the conference or meeting, including the website, if available.	Title: Website:
(c)	Who is sponsoring the conference or meeting?	Sponsor:
(d)	Will you be presenting at the conference or meeting? <i>If yes, proceed to question 4. If no, proceed to question 5.</i>	☐ Yes ☐ No
4.	Your presentation could include export controlled data/information that may require an export license. Information provided at a conference or meeting must be evaluated for possible export control issues. If you are not sure whether your presentation includes export controlled information, please contact the Export Control Officer for further assistance.	
(a)	If presenting at a conference or meeting, what is the subject matter of the presentation?	Subject Matter:
(b)	Will the presentation only include information that is: i. Publicly available or in the public domain ii. Fundamental research	☐ Yes ☐ No ☐ Yes ☐ No
(c)	After evaluating your material for possible export control issues, did you determine if any of the information in the presentation is export controlled?	☐ Yes ☐ No
(d)	If yes to 4(c), is it EAR or ITAR controlled? <i>If unsure, contact the Export Control Officer.</i>	☐ EAR ☐ ITAR
5.	What entities, organizations or persons (e.g. companies, universities, professors, researchers) will you visit or meet with? <i>There are entities and persons that the federal government prohibits PVAMU from transacting business with or requires PVAMU to obtain an export license prior to doing business.</i>	Please list:
6.	Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government? If yes, please specify. <i>See comment in question 5.</i>	☐ Yes ☐ No Please specify:
7. (a)	Will you hand-carry or ship any of the following items: laptop, flash drive, PDA/smart phone, or other equipment, data, technology, or software (other than Microsoft Office, Internet Explorer, Adobe, Firefox) when traveling abroad?	☐ Yes ☐ No

	If yes, please list software, equipment and technology (or attach list). <i>An export license or license exception may be required depending on what you are taking and the country you are traveling to.</i>	Please list equipment (include company name, make and model), software, etc.:
(b)	If yes to 7(a), will the above mentioned item: Be used only as a “tool of trade” to conduct PVAMU business?	☐ Yes ☐ No If no, explain:
(c)	Be returned to the US within 12 months?	☐ Yes ☐ No If no, explain:
(d)	Be under the “effective control” of PVAMU personnel? (Effective control is defined as retaining physical possession of an item or maintaining it in a secure environment, such as a hotel safe or a locked or guarded facility). <i>If a license is required, there are license exceptions that may be used in lieu of a license for shipping/carrying certain technical data and equipment if conducting PVAMU business or taking personal items. The exception form must be filled out prior to travel. If you have questions, contact the Export Control Officer.</i>	☐ Yes ☐ No
8.	Have you, or will you, remove all export controlled information from electronic storage devices (laptops, memory sticks, PDAs/smart phones, etc.)? <i>If yes, no export control license is usually required to take the items to most countries.</i>	☐ Yes ☐ No ☐ No export controlled information
9.	Are you taking any of the following: controlled biological or hazardous materials; controlled toxins; genetic elements of any toxins; or controlled chemicals or chemical compounds? <i>If yes, an export control license may be required. Contact the Export Control Officer.</i>	☐ Yes ☐ No If yes, please describe:
10.	Will you: (a) Share PVAMU developed, non-commercial encryption software in source code or object code? (b) Take with or share items, documents, information, or data that is related to export controlled research? <i>If yes, an export control license may be required. Contact the Export Controls Officer.</i>	☐ Yes ☐ No ☐ Yes ☐ No
11.	Could the information or software you will be sharing or your activities while traveling be considered a defense service (e.g., assisting in the design, development, engineering, manufacture, production, assembly, testing, repair, maintenance, modification, operation, demilitarization, destruction, processing, or use of defense articles or be considered military training)? <i>If yes, an ITAR license will be required. Contact the Export Controls Officer.</i>	☐ Yes ☐ No
12.	Is the value of any item to be exported greater than \$2.500?	☐ Yes ☐ No

Certification: 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, to the best of my knowledge, provided complete information in responding to the questions listed above.

Signature

Date

If you have any questions, please contact the Export Controls Officer at 936-261-1553 or researchcompliance@pvamu.edu.