

Export Certification Request Form
Foreign National Employee (H-1B, H-1B1, Chile/Singapore, and O-1A) Petitions

Instructions: On 11/23/10 the USCIS released a revised I-129 application form that includes the requirement for an export certification for each foreign national employee. This form is intended to provide the Office of Export Controls (OEC) with information necessary to start the export assessment processes. It is anticipated that an export license will **not** be required in most cases and that need for export licenses will typically be associated with sponsored research. Should additional information be needed to complete the assessment, the OEC will work directly with the Sponsor/Supervisor identified below. Once OEC has completed the export assessment an advisory letter will be provided to the Sponsoring Department for inclusion in the visa application packet to be submitted to Human Resources.

Section A: Employee Information

First Name	<input type="text"/>	Middle Name	<input type="text"/>	Last Name	<input type="text"/>
Country of Birth	<input type="text"/>	Reason for Application	<input type="text"/>		
Country of Citizenship/Residency	<input type="text"/>				
Other Citizenship/Residency	<input type="text"/>				
Current Physical Address	<input type="text"/>				
Permanent Address	<input type="text"/>				
E-mail Address	<input type="text"/>	<i>Provide the UVA e-mail for a current employee; any active e-mail address is acceptable if the UVA e-mail has not been assigned.</i>			

Section B: Position Information

Job Title (employee's)	<input type="text"/>
Sponsoring Department	<input type="text"/>
Supervisor Name	<input type="text"/>
Supervisor E-mail Address	<input type="text"/>

This should be the Faculty Supervisor or Principal Investigator for Research Scholars or Post-Doctoral Fellows. For faculty or staff positions this should be the employee's direct supervisor.

List the sources of funding that will be used to support the employee's salary and, if applicable, their research. *Include the UVA award and project number for current funding or, if not yet set-up, the UVA proposal number assigned by OSP.*

Will the employee have access to technology (software, equipment or materials) specifically designed or developed for military (e.g. night vision, GPS Y-code, shielding, UAVs or targeting algorithms) or space (e.g. rockets, missiles, satellites, space telescopes or probes) applications? *If yes, provide a list the military or space technology below.*

Will the employee require access to U.Va., sponsor or third party export controlled, confidential or proprietary information, software, equipment or technical data? This would include information about the design, manufacture or repair of standard laboratory equipment that is not in the public domain (i.e. available on the company's public web site); it does NOT include basic operation or use instructions. *If yes, provide a brief description of the information, software, equipment or technical data below.*

Section C: Research Information

Is research is part of the employee's job description? *If yes, provide a brief description of the research project or program in the space below. If a specific project or program has not been determined, describe the specific areas of interest and inquiry that the employee is expected to pursue.*

Will the employee be involved in any research or other scholarly activity that is NOT intended for public dissemination? *If yes, summarize the export controls, contract terms, publication restrictions, citizenship restrictions, etc. associated with the project below.*

Section D: Certification

Name of Person Completing This Form

Phone No. E-mail Date

E-mail submission is required.

The form is designed to self-populate a database, so please do not print the form and then mail, scan or fax it.

You may either use the "submit" button, below, or save the completed form as a pdf and then attach it to an e-mail directed to export-controls@virginia.edu. If you do not use the "submit" button please put "I-129 Export Certification Request" in the subject line of your e-mail.

Section E: OEC Use ONLY

Reviewer

Start Date

End Date

Review Type

Additional Materials Reviewed:

Review Notes:

Recommendation