

Temporary Export Request

This form is only for temporary exports associated with international travel. All other exports must be submitted on the Export Assessment Request form available at <http://www.virginia.edu/sponsoredprograms/exportcontrols/shipping.html>.

BACKGROUND: The physical export (taking, shipping or sending something out of the U.S.) of items, software and non-public technical information is subject to control under U.S. export control laws and regulations. It does NOT matter whether the export is temporary (i.e. associated with international travel) or permanent. In most cases *University employees* may temporarily (<1 year) take common items, software and technology (e.g. laptop computers, digital storage devices, PDAs, cell phones, installed commercially available software, and "weak" or publicly available encryption code) subject to the Export Administration Regulations (EAR) out of the U.S. without an export license provided specific criteria are met; this is possible either because a license is not required for the destination or if a license exception (e.g., TMP or ENC) is available to overcome the license requirement. An export assessment by the Office of Export Controls is required to determine whether or not a license is required and whether or not a license exception may be used. **Generally speaking, any export of items, software or non-public technical information subject to the International Traffic in Arms Regulations (ITAR) will require a license.** The ITAR-controls military/intelligence items (e.g., vessels, vehicles, electronics, weapons missiles, satellites and spacecraft) and equipment, components, accessories, and software designed for use with or in such items as well as any associated non-public technical information.

*Note: **This Certification and guidance applies ONLY to University-owned technology being temporarily exported to conduct University business.** Individual travellers are responsible for determining any licensing requirements associated with the export of their personal possessions.*

GENERAL INFORMATION:

Submission Type

Traveller's Name Traveller's UVA E-mail

Country #1 Country #2 Country #3

Travel Start Date: Travel End Date: UVA Project-Award #

Purpose of Travel

ITEMS TO BE EXPORTED: List all University-owned/purchased technology as well as any University-developed technology and all non-commercial software and encryption code that you intend to take with you on international travel. Contact the Office of Export Controls for additional instructions if you plan to take more than five (5) University-owned items.

Item No.	Brand/Model	Property Tag No. (if applicable)	Serial No.	Item Description
Ex.	Dell Latitude E6410 Laptop	CQ3ZLM1	DPN:GYXJ3 A00 JSD2	Laptop computer including standard operating system and software installed by CSS for OSP.
1				
2				
3				
4				
5				

TRAVELLER CERTIFICATION: By submitting this form I hereby certify that:

- (1) I am the traveller named on page one of this form and certify the accuracy of the information being provided.
- (2) I am taking the "Items to be Exported" out of the U.S. only as a "tool of trade" to conduct University business. A "tool of trade" means usual and reasonable kinds and quantities of commodities, software, and technology for use by the traveller in the conduct of a lawful enterprise or undertaking of the exporter.
- (3) I will hand carry or check in personal luggage the item(s) listed above.
- (4) I will return the item(s) listed above to the U.S. no later than 12 months from the date of export unless they are certified by me to have been consumed or destroyed while abroad during this 12 month period. *Note: Notify the Office of Export Controls as soon as possible should any of the items listed above be lost or stolen while you are out of the U.S.*
- (5) I will maintain the item(s) listed above under my "effective control" while outside the U.S. For the purposes of this form, "effective control" means retaining the item(s) in my physical possession or maintaining the item(s) in a secure location such as a hotel safe or a locked or guarded facility.
- (6) I will not take any item(s) or software incorporating University-developed, non-commercial encryption source code out of the U.S. without the prior written approval of the Office of Export Controls.
- (7) Unless itemized above, I have removed all proprietary and/or ITAR-controlled information, data, materials, files and software from the electronic devices to be exported.
- (8) I understand that this form must be submitted for each international trip on which I plan to export University-owned equipment AND that I must notify OEC of any changes to the "Destination Country(ies)" or "Items To Be Exported" prior to my departure.
- (9) I understand that the export of some items, software and non-public technical information (in any form) may require an export license or other authorization from the US Government. In the event that an export license or other authorization is required, I will work with the Office of Export Controls to request authorization from the appropriate Federal agency (*OEC recommends that license requests be submitted at least four weeks prior to travel*). I further understand that the OEC cannot guarantee that such authorization will be granted and that unless and until authorization is granted I may not take or send the items, software or technology out of the U.S.

SUBMISSION INSTRUCTIONS: The Traveller identified on page one must be the one to make the Traveller Certification. If the Traveller is completing the form and is logged into his/her own UVA e-mail account, this may be done by clicking the "SUBMIT" button at the bottom of this page which will automatically send an e-mail with the completed form attached to the Office of Export Controls. The form will not be processed if the automated e-mail does not come from the traveller's UVA e-mail account.

Alternatively, the Traveller may apply his or her electronic signature below or sign a hardcopy of the completed form. Once signed anyone may submit the completed form to the Office of Export Controls via e-mail (export-controls@virginia.edu).

Signature:

Date:

only required if submitting via hard copy, scanned pdf or fax

Office of Export Controls - Use ONLY

Item #	Export Designation	Authorization
1		
2		
3		
4		
5		

OEC AUTHORIZATION: I have reviewed the applicable US export control regulations as well as the information provided by the Traveller and hereby authorize the temporary exports described above.

OEC Approval: