

# Export Controls

## What You Need to Know Before Traveling Abroad



Stanford research policy requires all international shipments and hand-carried Stanford-owned or loaned property taken abroad to be documented for export controls. *This includes laptops and smartphones.* Stanford faculty must follow the steps below and be aware of export control regulations *before* traveling internationally. Temporary international travel and export control regulations are discussed at: <http://doresearch.stanford.edu/temp>.

### STEP 1: COMPLETE ANNUAL TMP CERTIFICATION

<https://www.stanford.edu/group/export/forms/TMP-annual.html>

- a. Determine if you qualify for the TMP Licensing Exception by completing the [Temporary Export Property Checklist](#) at <http://doresearch.stanford.edu/temp>
- If you determine you do *not* qualify, proceed to Step 2. If you *do* qualify:
- b. Determine if your travel will allow you to meet the terms and conditions set forth on the Annual TMP Certification for items 1 through 5; by signing the form you become personally accountable for complying with those terms and conditions.
- Once Steps 1a. and 1b. are met, complete and submit the Annual TMP Certification.
  - If all requirements are *not* met, proceed to Step 2.

### STEP 2: CONSULT THE EXPORT CONTROLS DECISION TREE

<http://doresearch.stanford.edu/ectree>

If your travel will *not* allow you to meet the Annual TMP Certification's terms and conditions, consult the Stanford Export Controls Decision Tree to determine if your travel qualifies for "No License Required" (NLR) status.

### ALWAYS SAFEGUARD YOUR DATA

- When traveling internationally, the safeguards provided by Stanford's computing environment are not available.
- Examples of data that should be left on campus or afforded exceptional protection include information that might be construed as sensitive by the host government, and any non-public data listed in the table on the Stanford Risk Classification Guidelines page at <https://dataclass.stanford.edu/>

### COUNTRIES REQUIRING PRIOR APPROVAL

- Any plans to travel on behalf of Stanford to the following countries – Cuba, Iran, North Korea, Sudan, Syria and the Crimea – must be reviewed and approved by the University Export Control Office *in advance of travel*.
- Upon pre-approval for travel to these countries, the Export Control Officer will issue an email to the traveler prior to departure.
- The traveler must submit the dated pre-departure approval email as a required document for travel expense reimbursement. *Stanford will not reimburse travelers to these countries without the Export Control Office's written pre-approval.*

### FOR MORE INFORMATION

- **DoResearch:** <http://export.stanford.edu>
- **Fingate Export Controls:** [http://www.stanford.edu/group/fms/fingate/staff/travel/policy\\_notes/trade\\_sanctions.html](http://www.stanford.edu/group/fms/fingate/staff/travel/policy_notes/trade_sanctions.html)
- **Sensitive International Shipments:** Tigers Global Logistics (SF) is Stanford's preferred export forwarder. <https://doresearch.stanford.edu/tigers>
- **Additional Questions:** email [exportcontrols@stanford.edu](mailto:exportcontrols@stanford.edu)

# Export Controls FAQs

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WHAT IF...	PROCEDURE TO FOLLOW
<p>1. ...I am a Stanford researcher and need to travel outside of the U.S. with my Stanford-owned laptop, cell phone, PDA or Flash Drive?</p>	<p>a. Review the <a href="http://doresearch.stanford.edu/temp">Temporary Export Property Checklist</a> at <a href="http://doresearch.stanford.edu/temp">http://doresearch.stanford.edu/temp</a> and the Annual TMP (Laptop) Certification at <a href="https://www.stanford.edu/group/export/forms/TMP-annual.html">https://www.stanford.edu/group/export/forms/TMP-annual.html</a></p> <p>b. If all requirements are met, complete and submit the Certification.</p> <p>c. If the requirements are not met, consult Stanford's Export Controls Decision Tree: <a href="http://doresearch.stanford.edu/ectree">http://doresearch.stanford.edu/ectree</a></p>
<p>2. ...I have to ship or hand-carry Stanford or 3<sup>rd</sup> party equipment, components, materials, software on media, or other items to countries outside of the U.S.?</p>	<p>a. Review the Stanford Export Controls Decision Tree at <a href="http://doresearch.stanford.edu/ectree">http://doresearch.stanford.edu/ectree</a> to determine if your item is on an export controls list.</p> <p>b. Contact Stanford's Export Control Office at <a href="mailto:exportcontrols@stanford.edu">exportcontrols@stanford.edu</a> if your item is on a list or for assistance.</p> <p>c. Screen your recipient and your recipient's organization (when applicable) against U.S. export control Restricted Party Lists: <a href="http://doresearch.stanford.edu/rps">http://doresearch.stanford.edu/rps</a></p> <p>d. Document your export by filing the appropriate export controls form: <a href="http://doresearch.stanford.edu/ecforms">http://doresearch.stanford.edu/ecforms</a></p>
<p>3. ...I am shipping a dangerous or hazardous good outside of the U.S.?</p>	<p>a. Review the EH&amp;S Biological and Dry Ice Decision Tree: <a href="http://ehs.stanford.edu/forms-tools/biological-and-dry-ice-shipping-flowchart">http://ehs.stanford.edu/forms-tools/biological-and-dry-ice-shipping-flowchart</a> and follow the instructions.</p>
<p>4. ...I need to sign a Non-Disclosure or Confidentiality Agreement and want to make sure I'm export control compliant?</p>	<p>a. Review Stanford's webpage on the Handling of Non-Disclosure or Confidentiality Agreements: <a href="http://doresearch.stanford.edu/nda">http://doresearch.stanford.edu/nda</a>.</p> <p>b. If the Export Control Officer approves your receipt of Export Controlled Information (ECI), you will need to document your agreement to protect the ECI for export control purposes by submitting Stanford's Certification on the Handling and Use of Export Controlled Information: <a href="https://www.stanford.edu/group/export/forms/nda.html">https://www.stanford.edu/group/export/forms/nda.html</a>.</p> <p>c. Review Stanford's Export Controls Forms Page at <a href="http://doresearch.stanford.edu/ecforms">http://doresearch.stanford.edu/ecforms</a> for other applicable documentation requirements.</p>
<p>5. ...I have to travel to Cuba, Iran, Syria, Sudan, North Korea or the Crimea on Stanford University business?</p>	<p>a. Contact Stanford's Export Control Office at <a href="mailto:exportcontrols@stanford.edu">exportcontrols@stanford.edu</a> to help determine if you can travel to these countries without an export license. Cuba, Iran, Syria, Sudan, North Korea and the Crimea are subject to U.S. trade sanctions. Travel to and transactions with these countries are tightly regulated.</p>
<p>6. ...I want to hire a foreign national to work at Stanford under an H1-B visa?</p>	<p>a. Review Stanford's H1-B Deemed Export Certification webpage: <a href="http://doresearch.stanford.edu/h1b">http://doresearch.stanford.edu/h1b</a></p> <p>b. A Senior HRM (Regular Staff/Bargaining Unit positions) or Academic Council faculty member (all other positions) will need to complete <a href="#">ORA-1130</a> as a one-time requirement.</p> <p>c. The Senior HRM or Academic Council faculty member will also need to submit the required Deemed Export Questionnaire found within <a href="#">Bechtel's H1-B Workflow</a>.</p>