

FOREIGN TRAVEL BRIEFING & ACKNOWLEDGEMENT

The information below is provided to faculty, staff, and students who travel outside of the US and may have knowledge of or the need to carry export controlled information. The traveler is responsible for notifying the Export Control Office prior to travel and is personally responsible for safeguarding sensitive and/or export controlled data and information from disclosure to a foreign person without prior approval.

Things to consider:

- Are you taking controlled data with you? The most common items that pose a possible export control issue are thumb drives, laptops, smart phones, encryption products, prototypes.
- Are you delivering controlled items to a non-US person?
- Is the country you're travelling too restricted by OFAC?
- Are you presenting or sharing information or technology?
- Are you conducting research?

Links:

- [UC Export Control – International Travel](#)
- [UC Export Control – Staying Secure While Traveling](#)

Helpful hints:

- Take a paper copy of your Export Compliance Certificate with you for Customs Officials
- Always keep your data secure.
- Do not leave documents, data, or equipment in your hotel safe.
- Do not use non-UC computers to log into UC's network
- Report any unusual events to Information Security and the Export Controls Office.
- Do not use foreign electronic storage devices.
- The "fundamental research exclusion (FRE)" ends at the US border.

If you are traveling with UC owned items (i.e. mobile devices, laptop, samples, etc.) it is highly recommended that you complete an **International Travel Certification** form and have a paper copy available as it may be requested for review by Customs Officials. Please contact the Export Controls Office if you would like assistance with completion of this form.

Applicable Regulations

- **Export Administration Regulations (EAR)**
These regulations are based on end use, destination, item specifications and capability.
- **US Dept of Treasury's Office of Foreign Assets Control (OFAC)**
These regulations restrict transactions with embargoed countries.
- **International Traffic in Arms Regulations (ITAR)**
These regulations govern defense articles and activities which includes disclosing technical data to foreign persons.

Traveler Name:

Travel Dates:

Destination Country:

Company, Institution and/or Person(s) to be Visited:

Purpose of Visit:

Export Controlled Information, Equipment or Items to be Carried:

Laptop Identification (Manufacturer, Model, and or Serial Number):

Export Controlled Information on Laptop:

Please check one of the boxes below:

I understand my responsibilities during foreign travel. I certify that there is no export controlled information housed on the laptop listed above.

I understand my responsibilities during foreign travel. I have an export license that authorizes the transfer of technical data to a foreign person. (**record license/exemption number:** _____)

Signature

Printed Name & Title

College & Department

Date