



## UNC CHARLOTTE Checklist for International Travel with University-Owned Equipment

(Previously Referred to as "Attachment 2")

TRAVELER'S NAME:	DESTINATION (COUNTRY):	TRAVEL DATES:	
		LEAVING	RETURNING

This checklist summarizes the requirements for an export license exception for temporary international shipments or hand carries of all University-owned property carried abroad by UNC Charlotte faculty and thus under UNC Charlotte's direction. **University-owned property includes:** equipment, components, prototypes, and materials as well as laptops, tablets, cell phones and other digital storage devices (including memory sticks). The latter are regulated because of their encryption capabilities. An export license may be required depending what is on your laptop, table, cell phone or digital device and to which country it is being taken.

**UNC Charlotte Policy 316, "Export Control" and the University's Export Management Plan require submission of this completed form to Export Control/Facility Security Officer for review/determination at least two (2) weeks prior to international travel.**

<b>1. Will you be taking any UNC Charlotte-owned property as described above?</b> <ul style="list-style-type: none"> <li>• <b>If YES and</b> you are returning to the U.S. with these items <i>within twelve (12) months</i> of departure, please complete the remainder of this form.</li> <li>• <b>If YES but</b> you will be outside the US <i>for more than 12 months</i> from departure, please contact Export Control/Facility Security Officer at <a href="mailto:fso@uncc.edu">fso@uncc.edu</a> for further guidance.</li> <li>• <b>If NO, stop here.</b> Complete Page 2 and email both pages to: <a href="mailto:jjacob2@uncc.edu">jjacob2@uncc.edu</a> or <a href="mailto:fso@uncc.edu">fso@uncc.edu</a></li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>2. Will the University-owned property/item be hand-carried/checked in baggage (i.e., not shipped)?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>3. Will the item(s) or software remain under your "effective control" while it is abroad?</b>  NOTE: "Effective Control" is defined as retaining physical possession of an item or maintaining the item in a secure environment.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>4. Will the item(s) be returned to the U.S. within 12 months or be consumed or destroyed abroad?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>5. Will the item(s) be hand-carried to a country other than: Iran, Syria, Cuba, North Korea or Sudan?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>6. Is the encryption code contained in the item(s) or software limited to that found in retail items (examples: laptop with commercial software such as Microsoft Windows, Mac OS)?</b>  <i>Note: If encryption code is not applicable to your item or software, no response is required.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>7. How will the item(s) or software primarily be used?</b> a. As a "tool of the trade" to conduct UNC Charlotte business? Or b. For exhibition or demonstration? Or c. For inspection, testing, calibration or repair? If YES, please answer Question #8.	a. <input type="checkbox"/> YES <input type="checkbox"/> NO b. <input type="checkbox"/> YES <input type="checkbox"/> NO c. <input type="checkbox"/> YES <input type="checkbox"/> NO

If the answers to Questions 1-7 are "YES," and your equipment **does not contain** proprietary or restricted ITAR technical data, **is not designed** for use in/with/by satellites or spacecraft, or **is otherwise not regulated** as a defense article, then you are eligible to take the item(s) abroad under License Exception TMP.

<b>8. If the item(s) or software will be used primarily for inspection, testing, calibration, or repair, will the item(s) be shipped, retransferred or hand-carried to any of the following countries?</b> <b>If YES, please circle the name of the country:</b> Albania, Armenia, Azerbaijan, Belarus, Cambodia, China, Georgia, Iraq, Kazakhstan, Kyrgyzstan, Laos, Libya, Macau, Moldova, Mongolia, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, or Vietnam?  <i>Note: If the answer to this question is YES, contact Export Control Officer John Jacobs at PH: 704-687-1877 or EM: <a href="mailto:jjacob2@uncc.edu">jjacob2@uncc.edu</a> or <a href="mailto:fso@uncc.edu">fso@uncc.edu</a></i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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**Send this completed checklist to: EXPORT CONTROL/FACILITY SECURITY OFFICER, JOHN JACOBS at [jjacob2@uncc.edu](mailto:jjacob2@uncc.edu) or [fso@uncc.edu](mailto:fso@uncc.edu).**



## International Travel with University-Owned Equipment Export License Exception TMP (Temporary Exports/Re-exports)

TRAVELER'S NAME:		DEPT.		DATE SUBMITTED:	
DESTINATION COUNTRY:		TRAVEL DATES: MM/DD/YY – MM/DD/YY			

**PLEASE READ CAREFULLY:** If you are taking any University owned property that incorporates information or software code designed for use in/with satellites, spacecraft or other defense articles that is not already in the public domain, you may not use this TMP Certification.

**THIS TMP APPLIES TO THE FOLLOWING UNIVERSITY-OWNED EQUIPMENT:**

	ITEM	BRAND	MODEL	SERIAL #	UNCC INVENTORY TAG #
1.					
2.					
3.					

By my signature below, I certify that:

1. I will take the item(s) and its software abroad **ONLY** as a "tool of the trade" to conduct University business;
2. **I will return the item(s) and its software to the US no later than 12 months from the date of export** unless they are certified by me to have been consumed or destroyed abroad during this 12 month period;
3. I will maintain the item or software under my "effective control" while abroad (defined as retaining physical possession of an item or maintaining it in a secure environment);
4. I will not take the item or software to Iran, Syria, Cuba, North Korea or the Sudan;
5. I will not take any item or software incorporating University strong encryption source code outside the borders of the United States.

\_\_\_\_\_ Date: \_\_\_\_\_  
TRAVELER'S SIGNATURE

**Send page 1 (Checklist for License Exception for Temporary Export) AND page 2 (Export License Exception TMP) to:  
EXPORT CONTROL/FACILITY SECURITY OFFICER, JOHN JACOBS at [jjacob2@uncc.edu](mailto:jjacob2@uncc.edu) or [fso@uncc.edu](mailto:fso@uncc.edu).**