



### UND International Travel Questionnaire

Please complete and submit this form to the Export Control Manager for an evaluation of export control travel concerns at least 10 business days prior to travel outside the U.S. If an export license or other government authorization is required, it must be in place prior to travel. Information about export controls can be found at <https://und.edu/research/resources/export-controls/index.html>.

When traveling internationally, UND faculty, staff and students may plan on taking information, technology and equipment with them that could be subject to U.S. export control laws. You must ensure that any information that you will present or discuss and any items that you will take with you are either not export controlled or, if controlled, licenses or other government authorizations are obtained. You and UND may be liable for violations of export control laws and regulations as a result of where you travel, what you take with you, and what information is disclosed. The questionnaire assists both you and UND in recognizing and identifying potential export control violations before they occur.

In general, export controlled materials include technology, software, and information related to the design, development, engineering, manufacture, production, assembly, testing, repair, maintenance, operation, modification, demilitarization, processing or use of controlled items or items with military application. It does not include basic marketing information on function or purpose; information regarding general scientific, mathematical or engineering principles commonly taught in universities; or information that is generally accessible in the public domain.

Name of individual traveling outside the U.S: \_\_\_\_\_

College/Dept/Office:

Telephone No.:

Email:

Name/phone number of person filling out form:

1.	Do you plan to travel to Cuba, Iran, North Korea, Syria, or Sudan? <i>If yes, a license may be required or travel prohibited</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Except for the countries listed in question 1, to which countries are you traveling? <i>Export control restrictions vary by country. Certain countries, in addition to the ones listed in question 1, have specific items which are excluded for export purposes. The most up-to-date list of embargoed countries and export restrictions can be found at: <a href="https://ofac.treasury.gov/sanctions-programs-and-country-information">https://ofac.treasury.gov/sanctions-programs-and-country-information</a>.</i>	Please list:
3. (a)	Purpose of travel – Check all that apply <input type="checkbox"/> Conference or meeting <input type="checkbox"/> Research <input type="checkbox"/> Collaborating with a foreign entity <input type="checkbox"/> Teaching a UND course <input type="checkbox"/> Other	If other, please provide details:  Title: Website: Sponsor:  Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	If attending a conference or meeting, please provide the name of the conference or meeting, including the website, if available.	
(c)	Who is sponsoring the conference or meeting?	
(d)	Will you be presenting at the conference or meeting? <i>If yes, proceed to question 4. If no, proceed to question 5.</i>	
4.	<i>Your presentation could include export controlled data/information that may require an export license. Information</i>	

	<p><i>provided at a conference or meeting must be evaluated for possible export control issues. If you are not sure whether your presentation includes export controlled information, please contact the Export Control Manager for further assistance.</i></p>	
(a)	If presenting at a conference or meeting, what is the subject matter of the presentation?	Subject matter:
(b)	Will the presentation only include information that is publicly available, is in the public domain or is fundamental research?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c)	After evaluating your materials for possible export control issues, did you determine if any of the information in the presentation is export controlled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d)	If yes to 4 (c), is it EAR or ITAR controlled? <i>If unsure, contact the Export Control Manager.</i>	EAR <input type="checkbox"/> ITAR <input type="checkbox"/>
5.	What entities, organizations or persons (e.g., companies, universities, professors, researchers) will you visit or meet with? <i>There are entities and persons that the federal government prohibits UND from transacting business with or requires UND to obtain an export license prior to doing business.</i>	Please list:
6.	Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government? If yes, please specify. <i>See comment in question 5.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify:
7. (a)	Will you hand-carry or ship any of the following: laptop, flash drive, PDA/smart phone, or other equipment, data, technology, or software (other than Microsoft Office, Internet Explorer, Adobe, Firefox) when traveling abroad?  If yes, please list software, equipment and technology (or attach list). <i>An export license or license exception may be required depending on what you are taking and the country you are traveling to.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>  Please list equipment (include serial #), software, etc.:
(b)	If yes to 7 (a), will the above mentioned item(s): be used only as a “tool of trade” to conduct UND business?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain:
(c)	Be returned to the U.S. within 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain:
(d)	Be under the “effective control” of UND personnel? (Effective control is defined as retaining physical possession of an item or maintaining it in a secure environment, such as a hotel safe or a locked or guarded facility).  <i>If a license is required, there are license exceptions (e.g., TMP or BAG) that may be used in lieu of a license for shipping/ carrying certain technical data and equipment if conducting UND business or taking personal items. The TMP, BAG or other exception form must be filled out prior to travel. If you have questions, contact the Export Control Manager and review <a href="https://und.edu/research/resources/export-controls/index.html">https://und.edu/research/resources/export-controls/index.html</a>.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Have you, or will you, remove all export controlled information from electronic storage devices (laptops, memory sticks, PDAs/, smart phones, etc.)? <i>If yes, no export license is usually required to take the items to most countries.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> No export controlled information <input type="checkbox"/>
9.	Are you taking any of the following: controlled biological or hazardous materials; controlled toxins; genetic elements of any	Yes <input type="checkbox"/> No <input type="checkbox"/>

	toxins; or controlled chemicals or chemical compounds?  If yes, please describe: <i>If yes, an export license may be required. Contact the Export Control Manager.</i>	Please describe:
10.	Will you:  (a) Share UND developed, non-commercial encryption software in source code or object code?  (b) Take with or share items, documents, information, or data that is related to export controlled research?  <i>If yes, an export license may be required. Contact the Export Control Manager.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Could the information or software you will be sharing or your activities while traveling be considered a defense service (e.g., assisting in the design, development, engineering, manufacture, production, assembly, testing, repair, maintenance, modification, operation, demilitarization, destruction, processing or use of defense articles or be considered military training)? <i>If yes, an ITAR license will be required. Contact the Export Control Manager.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	Is the value of any item to be exported greater than \$2,500?	Yes <input type="checkbox"/> No <input type="checkbox"/>

I hereby certify that I have read and understand the information provided regarding compliance with export laws and regulations. I understand that I could be personally liable if I unlawfully export or disclose export controlled information or technology to foreign nationals without prior approval. I have, to the best of my knowledge, provided complete information in responding to the questions listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this completed form to the Export Control Manager, Michael Sadler, in the office of Research & Sponsored Program Development via email at [michael.p.sadler@UND.edu](mailto:michael.p.sadler@UND.edu) for review.