



Export Control Related Activity Assessment Request

Section A: Requester Information

Name of Requester: _____
 Telephone Number: _____
 Email: _____
 Department: _____
 Project ID: _____

Section B: Activity Description

Which of the following activities are you requesting to be reviewed by the Office of Compliance and Regulatory Assurance (OCRA)?

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Shipping UTEP Property | <input type="checkbox"/> Shipping Material | <input type="checkbox"/> Financial Transaction | <input type="checkbox"/> Service Agreement |
| <input type="checkbox"/> Award | <input type="checkbox"/> Research | <input type="checkbox"/> Software or Source Code | <input type="checkbox"/> Research Data |
| <input type="checkbox"/> Speaking Engagement | <input type="checkbox"/> Collaboration | <input type="checkbox"/> Other | |

In the space below please provide a description of the type of activity or the material(s), if applicable, related to the international transaction/activity:

Section C: Outside Party Information and Value (Complete all fields that apply)

Recipient: _____
 Ultimate End User: _____
 Event Host and Sponsor: _____
 Country of Destination: _____
 Physical Address: _____
 Contact Person: _____
 Telephone Number: _____
 Email: _____
 US Fair Market Value/Count: _____
 Proposed Date of Activity: _____

Section D: Certification

By submitting this form, I, _____, certify that the information provided in the form and any associated attachments are current and factual to the best of my knowledge. I understand that changes to the information provided (different material or activity, destination, or recipient) may alter OCRA's certification, the activity may be subject to export control regulations. I understand that U.S. export control policy places considerable responsibility on the exporter for ensuring that the end-user and end-user of an export complies with U.S. export laws. I agree to inform OCRA of any changes and obtain a new assessment prior to engaging in any export.

Signed: _____ Date: _____



Section E: Certification of the UTEP Office of Compliance and Regulatory Assurance

Approved 'As Is'

Approved with Recommendation

Denied

Signed: _____

Date: _____

Instructions for Certification of Export Control Related Activity Assessment Request

UTEP may be required to obtain an export license from the Commerce Department or State Department for shipments of commodities, software and proprietary technology outside of the United States. Failure to obtain the appropriate license or other government approval, or failure to file correct export documentation or shipping documents can result in severe fines and other penalties.

University personnel who engage in international shipping are responsible for ensuring compliance with U.S. export control laws. The Office of Compliance and Research Assurance (OCRA) will provide support for any international shipping. Before shipping any item outside of the U.S. contact OCRA and request an activity assessment to determine:

- Commodity Jurisdiction (item to be shipped falls under EAR or ITAR)
- Classification or applicable control category (U.S. Munitions List or Commerce Control List)
- Licensing requirements (specific license requirements, possible license exceptions, license application)
- If the country of destination is **NOT** subject to embargo or sanction and the End-User is not on the "restricted-party" list.

You should fill out this request form and return it to the Office of Compliance and Research Assurance if you are planning to conduct an export control activity and need OCRA's certification that the activity does not require export license and you are in compliance with the export control regulations.

Please note - if you are shipping potentially export-controlled items outside of the U.S., you should notify OCRA as early as possible, as obtaining an export license can take several months.

1. **Section A** - Information of the person that will be conducting the export control activity.
2. **Section B** - Select the activity (ies) that you are requesting to be reviewed by OCRA and briefly describe it. Include the reasons for the activity or transaction (e.g. sending material in support of a research, paying for service, etc.). For materials, provide a description of the material, identify the source of the material, any permits (attach a copy of all applicable permits) associated with obtaining the material, and its intended use by the recipient. Include a description, in layman's terms, of any other potential uses of the material.

****U.S. export control policy places considerable responsibility on the exporter for ensuring that the end-use and end-user of an export complies with U.S. export laws.**

3. **Section C** - Information of the recipient.

Contact the Export Control Officer (ECO) in the Office of Compliance and Regulatory Assurance if you have export control related questions about travel outside the U.S. The ECO can be reached at exportcontrol@utep.edu