



International Shipment Form

International shipping of controlled items may require an authorized Export License from the United States government. In order to determine the need for a license, the shipper should complete the International Shipment Form at least five (5) days prior to scheduled departure. If the shipper knows ahead of time that the item is controlled and found in the United States Munitions List (USML) or the Commerce Control List (CCL) we advise contacting the export control office as soon as possible. Items found on the USML or CCL may require a license that may take several weeks to months to obtain.

Please complete one form per shipping destination. There can be more than one item listed per form. Answer to the best of your knowledge. Spell out all acronyms and abbreviations.

If you have any questions or need assistance, please contact us at exportcontrol@utep.edu. For more information about export control laws and regulations, please visit us at [Export Control](#).

This Form Should Be Completed a Minimum of Five (5) Days Prior to Shipping Date

Date form completed:

1.	Anticipated Shipping Date:	
2.	Shipper's Full Name:	
3.	Shipper's Email Address:	
4.	Department or Unit Name (Spell out Acronyms):	
5.	Other Department Contact Email:	
6.	Recipient Information (Full Name):	
7.	Destination Country:	
8.	List of all End User(s) Full Name:	
9.	Intended End Use:	
10.	Primary Recipient Contact Email Address:	
11.	Primary Recipient Contact Number:	
12.	Associated Entity Name (e.g., Oxford University, World Health Organization. Spell out acronyms).	
13.	Item(s) Destination Address:	



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13. Shipped Items Information:

Item Category (Check all that apply)

- Administrative Materials (e.g. books)
- Research Equipment
- Dangerous Goods such as: Biological Agents, Chemicals, Toxins, etc.
- Software or Encryption
- Other

If you are shipping Dangerous Goods, please click the appropriate link below to assist in clarifying what items meet the definition of “controlled.”

[Biological Agents](#) [Chemicals](#)

Item(s) to be Exported:	
<p>Complete Item(s) Description: <i>What is it and what does it do? Use scientific and generic terms. Details may include Quantity and concentration, Export Control Classification Number (ECCN). If you do not know the ECCN, contact the manufacturer. Alternatively, contact exportcontrol@utep.edu for assistance.</i></p>	
Manufacturer and/or Part/Serial Number:	
<p>How will the Item be Used? <i>What will the end-user do with the shipped item? What is the ultimate purpose? Details may include statements about fundamental research, civil/commercial application vs. military/space application.</i></p>	



End Status of the Item:

- Returned to the University of Texas at El Paso
- Consumed or destroyed while abroad
- Remaining abroad indefinitely

End Status Description: <i>e.g. Project duration, justification for end status</i>	
Estimated Dollar Value of Shipment?	
Additional Information or Comments:	

I attest that the signature below is that of the shipper. I certify the responses provided are accurate and complete to the best of my knowledge. I agree to provide additional information to the University of Texas at El Paso’s Office of Research Protections, if required.

Signature

Date

Export Control Office Certification

Approved ‘As Is’

Approved with Recommendation

Denied

Screening Results Clear?

Yes

No

Date:

Name: _____

Title: _____

Signed: _____

Date: _____

Comments: _____

