International Travel Certification Guidance

Please complete and submit this form 10 business days prior to your travel.

The University of Texas at El Paso (UTEP) supports and encourages international travel in order to promote research, study abroad, and international collaborations with other universities throughout the world. UTEP is also committed to doing everything possible by establishing policies and guidelines to ensure the safety and well-being of our faculty, staff, and students.

UTEP employees are responsible for knowing how export controls apply when taking equipment, devices, software, or technical data abroad. In most situations, licensing is not required to take UTEP-owned items abroad under the TMP "tools of trade" license exception. However, items such as laptops must remain under the traveler's effective control during the trip. Additionally, information and data taken on laptops, PDA's, or storage devices must qualify as public domain.

The "tools of the trade" exception does not apply to controlled technology. In other words, the Bureau of Industry and Security (BIS) would require a license to take certain technologies found on the BIS Commerce Control list (CCL), depending on the technology and the country. Also, be aware that some countries have restrictions on the types of technology that you may import into that country. If your laptop is loaded with encryption products or other controlled technology, it is recommended that you arrange to take a "clean" laptop loaded with only the typical Microsoft Office suite or similar commercially available software. In addition, technologies, software, or commodities that are regulated by the Department of State's International Traffic in Arms Regulations (ITAR), and proprietary, confidential, or sensitive information subject to Non-Disclosure Agreements or as a result of a research project with contractual restrictions, will not be exported outside of the United States.

Travel to certain countries with UTEP equipment will require decryption of the device. Decryption is required for a layover or destination of a country that is NOT a participating member of the Wassenaar Arrangement. For a list of participating countries and more information, click here.

Collaboration, agreements, or contracts with Foreign Entities and/or Individuals:

The Department of State, the Office of Foreign Assets Controls (OFAC), and BIS have various lists of persons and entities that we are prohibited from doing business with; in other words, we should not be providing them with a defense service (includes training), giving money to these people or organizations, or providing them with controlled technology. A restricted party screening (RPS) determines if the entities and/or individuals with whom you desire to conduct business are on any U.S. Government-issued restricted, blocked, or denied party lists. In addition, collaboration (e.g., presentations, discussions) must be limited to topics that are not related to research on controlled items, commodities, or technology unless the information is already published or otherwise already in the public domain. You must verify that the shared information falls into one or more of the exclusions (e.g., research that qualifies as fundamental research, information that is in the public domain, educational information, and publicly available software).

If, during travel, you are contacted by an individual or entity that wants to engage in business or have you provide other services, please contact Research Protections to conduct a restricted party screening to evaluate whether the transaction can occur. For more information about how export control regulations can affect your international travel, visit the Research & Innovation Export Control Website.

Instructions for Certification of Temporary Export of UTEP Property and Review of U.S. Export Control Regulations Form

1. Complete the form and return it to exportcontrol@utep.edu at least ten (10) days before traveling abroad. Export Control will determine whether an export license will be required for UTEP property being taken out of the country and verify that any foreign entities with which you will be working are not on any U.S. government restricted party list. **Please note: if you are taking potentially export-controlled items abroad, you should notify Export Control as early as possible, as obtaining an export license will take several months.**

2. **Destinations and Dates of Travel** - List all countries that you will be visiting while abroad. Ensure this list includes all foreign layovers. The requirements for an export license are based on the country of destination. List dates that you will be at each destination. If you are taking an item that is exempted under the Temporary Export License Exception (TMP), the item must be returned to the United States within one year.

3. **Purpose of the Travel** - Briefly describe the purpose of the travel (e.g., attending a conference, collaborating with a university, conducting research, etc.).

4. **Contact with foreign individuals/entities** - List any specific foreign individuals, companies, or institutions that you plan to meet with while traveling abroad and provide a brief description of the purpose of the meeting. These entities will be screened so that you can be sure that they do not appear on any restricted party list issued by the U.S. government.

5. **Items removed** - List all electronic or scientific equipment owned by UTEP that you are taking abroad, whether tagged by inventory or not. This should include laptops, cellular telephones, or other PDAs, GPS devices, sensors, or scanners, etc. Be as specific as possible in your description so that Export Control can make a determination on whether an export license would be required to take the item to the country of destination. For laptops, include any installed software other than the basic Microsoft Office Suite or similar commercially available applications. Be aware that the same regulations apply to any equipment you take that is your personal property. If you are taking a personal laptop, PDA, etc., you should review the regulations to ensure that those items do not require licenses as well.

   Authorization Form - UTEP policy concerning removal of equipment from UTEP premises:
   UTEP-owned property may be removed temporarily from the campus and other UTEP facilities to be used in conducting official UTEP business. An "*Authorization to Remove Equipment off Campus*" form must be completed and submitted along with this certificate. Please note that this form must also be filed with your department. See University-Owned Property and Equipment Policy for more information.

6. **Accessing UTEP cloud or information resources –** This includes Outlook, SharePoint, OneDrive, BlackBoard, Banner, etc.

7. **Classification of data** – Based on the data classification you identify for your system, you are required to implement appropriate technical security measures to protect the data consistent with the university's Minimum-Security Standards. Confidential data has more stringent requirements than Controlled and Published classifications. All systems require protective measures.

Certification of Temporary Export of UTEP Property and Review of U.S. Export Control Regulations Form

1. **Name of Traveler:** _____ **UTEP Email:** _____

2. **Destination and Dates of Travel:**

Destination(s) *(Please include city and country)*	Travel Dates *(MM/DD/YYYY – MM/DD/YYYY)*

Will you be visiting any other countries, including layovers? ◯ **Yes** ◯ **No**
(If yes, complete the following)

Destination(s) *(Please include city and country)*	Travel Dates *(MM/DD/YYYY– MM/DD/YYYY)*

3. **Purpose of Travel** (If for conference attendance, please provide the title and sponsor for the event)**:**

4. **I plan to meet the following foreign individuals/entities while traveling abroad:**
(If you do not plan to meet with any foreign individuals/entities, or if specific individuals/entities are not yet known, please indicate "N/A")

Location	Name of Individual/Entity	Purpose of Meeting

5. **Will you travel outside the U.S. with any UTEP-owned devices?** ◯ **Yes** ◯ **No**
If you answered "yes", please complete the following; otherwise, continue to question 6:

   a. **I am removing the following item(s) belonging to the University of Texas at El Paso:**

UTEP TAG#	Apple Product Serial Number (if Apple product)	Device Host Name	Department	Device Location Building/Room #	Is Device Being Backed-up (Y/N)

   b. **Complete the Authorization To Remove Equipment From Campus Form and confirm by initialing below:**
   ____ Form has been approved by your dean/director/chair.
   ____ Form has been filed with the department.

6. **Will you access UTEP cloud or information resources (including Outlook) outside the U.S.? (personal devices included)** ◯ **Yes** ◯ **No**

7. **Identify if you currently or in the past have stored any of the following data types on either the identified device or UTEP OneDrive/cloud storage. Select all that apply for each data type.**
   ☐ Confidential (student records, patient info, financial info, SSN, CUI data)
   ☐ Controlled (Research data not yet published, operational records, GDPR data)
   ☐ None

Use the space below to specify your response regarding question #7:

PLEASE INITIAL BELOW. I certify that:

____ I am familiar with the requirements concerning personal devices as described in HOP Sec. X, Ch.1.7.1(d) 4.3(a-h)

____ I have read and agreed with the UTEP policy on removing UTEP Controlled/Capital equipment from campus premises

____ I have reviewed and understand the University's requirements governing employment-related foreign travel, including guidance regarding foreign adversaries, sanctioned countries, and other destination subject to restrictions imposed by the State of Texas or the United States Government. I agree to comply with all institutional limitations, conditions, and requirements applicable to my travel and activities abroad. I further certify that I will conduct all travel-related activities in accordance with applicable federal and state laws, regulations, export control requirements, sanctions programs, cybersecurity requirements, and University policies. I have reviewed the required guidance and understand my responsibilities as a university employee engaged in international travel.

____ I am familiar with and agree to comply with Texas HB 127 - Sec. 51B.201. Foreign Travel

____ I agree to review the alerts on Crisis24Horizon related to the countries I will be visiting. To access country intelligence, add your email address, select "create account", and log in via the SSO. Once logged in, navigate to **Intelligence > Location Intelligence.** Country reports can be downloaded using the **Download** option in the upper-right corner of each country page.

Employee ID (600#) or UTEP Student ID:		Date (*MM/DD/YYYY*):

For more information on UTEP policies, please see:
Classification of Data on Device
UTEP Information Security Policies
UT System Information Resources Use and Security Policy (UTS165)

FOR OFFICE USE ONLY

INFORMATION SECURITY OFFICE – APPROVAL TO DECRYPT		
Chief or Deputy Chief Information Security Officer:	**Date:**	**Denied** ◯ **Approved** ◯ **Not Required** ◯
ISO Review not required; customer stated will not take travel with a device ◯		

EXPORT CONTROL APPROVAL	
Export Control Signature:	Date:

HELPDESK	
SD Ticket #	

Note: When a device requires decryption, please refer to the SD Ticket # and coordinate prior to travel with the Help Desk for decryption. Upon your return, seek the Help Desk immediately to have device re-encrypted prior to use.

Device and Data Guidance for International Travel

Before Departure

Properly preparing your devices helps reduce hacking risks and increase privacy

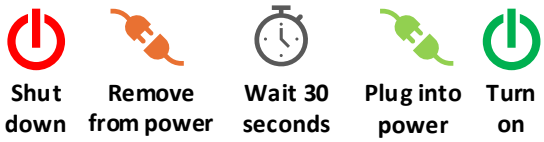
- **Minimize the devices you will be traveling with**
- **Secure your devices and accounts**
  - Install strong passwords and security/PIN codes (6+ characters) for your mobile device's lock screen
  - Enable two-factor authentication (2FA)
  - Encrypt devices that store sensitive or propriety university data (unless otherwise instructed by UTEP's Export Control office)
  - Uninstall nonessential applications (e.g. social media)
  - Use privacy screens on your devices to restrict visibility
- **Update software**
  - Ensure all operating systems, applications, and antivirus software are fully updated

While Traveling

Be vigilant of your **surroundings** and where and how you use your devices. Assume that all information on your devices can be compromised.

Keep Devices Secure

- Always maintain devices within sight and control.
- Avoid borrowing cables, chargers, and plug adapters
- Avoid using public USB or charging stations
- Disable unused features when not in use to conserve battery and reduce exposure
- Avoid scanning QR codes; type website URLs directly
- Power cycle devices daily



Avoid Public Wi-Fi

Public networks are often unencrypted, making them susceptible to attacks. If you must connect, follow these best practices to minimize risk:

- Use institutional VPN and cloud storage to securely access the internet and your files.
- Do not access/download controlled or sensitive data (e.g., CUI, PII, human subjects data)
- Do not use the same password or PINS abroad that you use in the United States
- Do not use the public Wi-Fi to make online purchases or access bank accounts
- When logging into any public network, shut off your phone's auto-join function
- If you must use a public Wi-Fi network, periodically adjust your phone settings to disconnect from the network, then log back in again

Upon Your Return

- Power cycle devices by turning them completely off and on
- Properly delete or restore data from a secure backup before connecting to any network
- Change passwords used while traveling

Lost device or suspected compromise?
Contact the Information Security Office (ISO) at security@utep.edu

Personal Precautions for International Travel

BEFORE TRAVEL

- Try to anticipate any difficulties entering or exiting the country, and plan accordingly
- Ensure that all your travel documents are up to date and with you for your trip (e.g., passports, visas, travel permits)
- Visit Travel Advisories (state.gov) to review country-specific travel advisory
- Enroll in the Smart Traveler Enrollment Program (STEP) (state.gov).
- Ensure you understand Texas House Bill 127 (HB 127), especially section 51B-201
- Visit Crisis 24 Horizon for country-specific facts and alerts that travelers should be aware of

OTHER QUESTIONS FOR YOUR TRAVEL

- Did an outside party make your travel and lodging arrangements? If so, consider the risk.
- Will you be traveling with UTEP equipment? As a best practice, always keep electronic devices and personal belongings with you and avoid leaving them unattended.
- Are you traveling with export-controlled data or equipment? If so, ensure you take appropriate precautions to secure them. Obtain approval from the Export Control Office, as a license may be required from the Department of State or Department of Commerce.
- Do you plan to meet any foreign nationals connected to a foreign government, military, talent recruitment program, or educational institution? Our office can evaluate collaborators (people/entities) to identify any potential risks.
- Has any foreign contact offered you a gift or favor regarding your trip? Before accepting, please contact our office to verify if the gift presents a potential risk or violation of federal/state/institutional policy.

WHAT YOU NEED TO REMEMBER WHILE TRAVELING

- Always be aware of your surroundings.
- Make sure you know where your entry/exit points are.
- While in transit, don't leave your bags or belongings outside of eye view.
- If possible, avoid turning over your electronics to foreign government officials or strangers.
- Be alert for any suspicious behavior (from random people, as well as government officials)
- Do not give more information than strangers need to know regarding your whereabouts, plans, or what you're bringing with you.
- Understand that anyone could be a potential target, depending on what someone wants from you.
- Maintain the security of your electronic device and information used for work while abroad.
- Do not accept gifts of foreign travel to foreign adversary nations for professional reasons.
- If you travel to one of the designated foreign adversary nations, even for personal travel, you must inform the University.

UPON YOUR RETURN

Report any suspicious incidents or safety concerns!
To report an incident, please contact us at foreigninf@utep.edu