

ORC USE ONLY

Request for Temporary Import, Export, Reexport, or Transfer License Exception



Date Approved:

Instructions and Certifications (Failure to follow may result in a delay in processing)

Complete this form if the import, export, reexport, or transfer is **temporary** (12 months or less from date of departure) **and** any of the following conditions **apply** (additional analysis may be required by the Office of Research Compliance):

1. item is a tool of the trade;
2. item is a kit consisting of replacement parts or components;
3. item is for exhibition or demonstration;
4. item will be inspected, tested, calibrated, or repaired;
5. item's destination is a TAMUCC facility abroad; or
6. item is beta test software intended for distribution to the general public.

If the above conditions **do not apply, contact** the Research Compliance and Export Control Officer for further determination.

By signing this Request for Temporary Import, Export, Reexport, or Transfer License Exception (Request), the Requestor certifies the following:

1. TrainTraq Training "2111212: Export Controls and Embargo Training - Basic Course" has been completed, is current (expires after two years), and its Completion Report is included as an attachment;
2. Has read and understood the responsibilities set forth in TAMUCC Rule 15.02.99.C1 and the TAMUCC Export Control Manual regarding export control;
3. Will coordinate with the Office of Sponsored Research Administration (OSRA) regarding sponsored projects, funding, and other requirements;
4. Will coordinate with the Office of Research Compliance (ORC) regarding this Request, other related export control determinations, and any other related compliance determinations;
5. Has read and reviewed this Request; any applicable supporting documentation or third-party approval has been obtained from the appropriate authority and has been included as an attachment to the Request; has signed the Request electronically;
6. Has submitted the Request a **minimum of thirty (30) days in advance** of the anticipated event; will communicate whether there is a firm date or other deadline associated with the Request; and
7. Will keep a copy of this Request, if approved, for five (5) years after the approval date.

After completing the foregoing, submit the Request with supporting documentation via email to the Research Compliance and Export Control Office:

Research.compliance@tamucc.edu

Requestor Information; Description of Items; Certifications and Signature

First Name:

Last Name:

Date:

Indicate whether the event is funded by a sponsored research project (*i.e., grant, award*).

If "**yes**," provide Maestro #:

Provide the purpose of the event.

Provide a description of the items, technology, or software, and how they will be used.

Destination Country (*include all*):

Date departing the United States:

Date returning to the United States:

Indicate whether any of the items, technology, or software will be consumed or destroyed abroad.

If "**yes**," indicate which items, technology or software will be consumed or destroyed abroad, and how it will be done.

By signing below, the Requestor certifies that:

1. He/she will ship or hand-carry the items, technology or software to the country/countries noted above as a "tool of the trade" to conduct TAMUCC business only.
2. He/she will return the items, technology, or software to the United States on the date above, which is no later than 12 months from the date of departure from the United States, unless the items, technology, or software are certified above to have been consumed or destroyed abroad during this 12-month period.
3. He/she will keep the items, technology, or software under his/her "effective control" while abroad (*i.e., retain physical possession of item or keep it secured in a place such as hotel safe, a bonded warehouse, or a locked or guarded exhibition facility*).
4. He/she will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad, such as:
 - a. use of secure connections when accessing e-mail and other business activities that involve the transmission and use of the technology,
 - b. use of password systems on electronic devices that store technology, and/or
 - c. use of personal firewalls on electronic devices that store technology.
5. He/she will not ship or hand-carry the items, technology, or software to **Iran, Syria, Cuba, North Korea, or Sudan** without consulting with the Research Compliance and Export Control Officer.

Signature: