

## WVU Export Control Form for International Travel

This form is to be completed **ELECTRONICALLY** by WVU international travelers and **forwarded via e-mail** to the WVU Export Control Office (ECO) when complete and electronically signed where indicated. The **international traveler is responsible for export control compliance**. Please send completed forms or questions to [Nancy.Draper@mail.wvu.edu](mailto:Nancy.Draper@mail.wvu.edu) (304)293-3084.

### Part 1: Traveler's Information

Traveler's Name:  
 Traveler's U.S. Telephone No.:  
 Preferred Email Address:  
 Country of Citizenship (current & prior, including dual):  
 Country of Permanent Residence (current & prior, including dual):  
 Country of Birth:  
 WVU Title:  
 Department/Unit Name:  
 Site of Employment:  
 Supervisor's Name and Telephone No.:  
 Travel Dates: from:                      to:  
 List all countries traveling to (including layovers):

### Part 2: International Travel Questionnaire

- 1) Are you traveling to Cuba, Iran, North Korea, Syria, or Sudan?     YES     NO
- 2) What is the purpose of this trip? Select one:  
 Conference or meeting; Are You Presenting?     YES     NO  
 Research project  
 Other (Please specify: \_\_\_\_\_ )  
 If you are attending a conference or meeting, please provide the full name of the event, sponsor, and the website in your email when submitting this form, if applicable. If you are presenting, please attach a copy of your abstract and/or presentation. Please list the names of people you plan to meet to do business.
- 3) Will you carry a WVU-owned laptop computer, tablet/smart phone, or other equipment while traveling?     YES\*     NO
- 4) Will you travel with hazardous material or scientific instruments containing licensed or hazardous materials?     YES     NO
- 5) Have you cleared electronic storage media (laptop computers, flash drives, tablets, smartphones, etc.) of sensitive (either export controlled or proprietary) information?     YES     NO     N/A *Please contact the ECO if you have questions.*
- 6) Do any of the items with which you are traveling contain encryption software source or object code?     YES     NO
- 7) Will you carry items, documents, information, or data related to previously identified export controlled research?     YES     NO
- 8) Do you have any reason to believe that the items, documents, information, or data you will carry have a military use (e.g., the design, development, production, or stockpiling or use of nuclear explosive devices, chemical or biological weapons, or missiles)?     YES     NO     N/A
- 9) Is your software (if any), technology, or information considered to be in the PUBLIC DOMAIN or considered to be FUNDAMENTAL RESEARCH because:
  - a. The information has already been published in open literature and is available worldwide?     YES     NO     N/A  
*If yes, please cite such a source where the information can be found:*
  - b. The information is free to be published without restriction?     YES     NO
  - c. The software does not contain source code for encryption software or marketed encryption products?     YES     NO     N/A

\*List in the table below any WVU owned equipment which you are taking on your trip including laptop computer, tablet, smart-phone, scientific instruments, etc. Use an extra page, if necessary.

Common Name of Item	Model No. if Applicable	Manufacturer if Applicable

**Note: If the Export Control Office determines your equipment may include export controlled material, you will be contacted for more information.**

➡ **Traveler's Electronic Signature:**

(Please use the format "/John Q. Doe/" for the electronic signature, no hand signature is required.)

**Date:**