EXPORT CONTROLS GUIDANCE
INTERNATIONAL TRAVEL

Individuals traveling internationally on university business or with university property are responsible for complying with export control laws and regulations which may restrict or prohibit some travel related activities and destinations and require licenses for others. The Export Controls Office (ECO) can help with these assessments to ensure institutional and individual compliance with export control requirements.

When planning a trip abroad, travelers should think about the purpose of their trip, who they plan to interact with, where they will go and how long will they be gone when making export control assessments. Items that are not needed should not be taken abroad. Travelers should consult with the ECO if they are thinking about taking encrypted software, export controlled items or information, unpublished research data or data not in the public domain abroad, or if traveling to a sanctioned country (e.g. Iran, Cuba, Syria, North Korea, Crimea region of Ukraine) to conduct university activities.

Most travel for conferences will fall under an exclusion to the export control regulations such as the Publicly Available and Public Domain exclusions (see 22 C.F.R. 120.11 and 15 C.F.R. 734.3). Information that is published and is generally accessible to the public through publication in books or periodicals available in a public library or in bookstores or information that is presented at a conference, meeting, seminar, trade show, or other open gathering is considered to be in the public domain. An open gathering is one in which members of the general public are eligible to attend, and attendees are permitted to take notes. To reduce the risk of potential export control violations, travelers should limit the information and technology they share to information that is published, and/or publicly available and should not share or take information, software, or technology that is proprietary, or designated for military, space, encryption software or nuclear related applications; or may have been received under a nondisclosure agreement, or otherwise subject to contractual restraints.

Items taken outside the U.S., even when temporarily hand-carried, are exports. University employees and students traveling outside the U.S. with items such as equipment, electronics, research materials, biologicals, and chemicals, should submit an International Shipping Review form. ECO will determine the appropriate export authorization for the items that will be exported. There are a number of exceptions and exclusions which may apply depending upon the facts and circumstances of each case. ECO will assist with documentation that may be required.

An International Travel - Export Control Screening Checklist may be used by travelers to assist in the identification of potential export control issues. Contact the appropriate ECO for further information.

For more information contact:
Export Controls/Conflict of Interest/Responsible Conduct of Research Office
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