

International Travel & Export Controls (Urbana)
Resource Page - What You Need to Know in Less than 5 Minutes

- Complying with U.S. export regulations is required by law and university policy. Violations carry the possibility of significant fines, criminal sanctions, and reputational damage.
- If you are conducting research controlled by the *International Traffic in Arms Regulations* (ITAR) or the *Export Administration Regulations* (EAR), contact the **Export Compliance Officer** early in your travel planning process because an export license may be required to support your travel.



If you are not doing export controlled research, then how export controls may apply to you depends upon 3 things:

1) Where you are going

- The **Office of Foreign Assets Control (OFAC)** administers and enforces U.S. trade and economic sanctions. Check [OFAC's website](#) to see if it lists your destination and, if so, contact the Export Compliance Officer for guidance.
- **Cuba, Iran, Sudan, Syria & North Korea** are subject to comprehensive sanctions. Even attending a conference in one of these countries without a license could be an export violation, so be sure to contact the Export Compliance Officer, as required by University policy, before you arrange travel to these destinations.

2) Who you are dealing with

- OFAC also enforces trade and economic sanctions against certain individuals and entities from targeted countries or who are involved in terrorism or narcotics trafficking.
- Before presenting your work or collaborating with a colleague overseas, or considering a relationship with a counterpart institution in another country, contact the **Global Relations in the Office of the Provost for International Affairs & Global Strategies** to help you make sure the person or entity you seek an arrangement with is not subject to U.S. sanctions.

3) What you are taking with you

Be sure any items, equipment, research or technology you are taking is not subject to export controls. If you travel with a laptop, smart phone, GPS-enabled device, or similar technology, remember:

- The items must be something you use in support of your work (i.e., a tool of your trade);
- Do not take the items to embargoed countries (i.e., Cuba, Iran, Syria, Sudan and North Korea);
- Keep the items under your personal, physical control at all times; and,
- Be sure you bring the items back to the U.S with you within 12 months.

Best practices when traveling with technology:

- ✓ Take only a password protected device swept clean of everything but typical software and minimal data. If your department's IT support professional does not have a "clean" device you can use during the trip, contact the Export Compliance Officer for options.
- ✓ Avoid taking data with you and, if possible, remotely access your data securely over the network using the [university's VPN](#). This may not be permissible in some countries.
- ✓ Assume your data may become public or lost. Don't carry research data or medical or financial information.
- ✓ Have a plan if your laptop or data is lost or seized.
- ✓ Have secure back up of your data when you travel.

For Help Please Contact	
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