

**TRAVEL OUTSIDE THE U.S. WITH PASSHE-OWNED ELECTRONIC DEVICES
(TEMPORARY EXPORT OF TOOLS OF THE TRADE¹) CHECKLIST FOR LICENSE
EXCEPTION for Export Administration Regulations (EAR) controlled Items, Technology, and
Software**

This form applies to:

- university-sponsored travel with laptops, smart phones, etc., regardless of ownership; or,
- personal travel with university-owned laptops, smart phones, etc.

This checklist summarizes the requirements for an export license exception for temporary export of PASSHE-owned items or software that **is otherwise controlled** by U.S. Export Laws and regulations. (Note: *University-owned items are considered PASSHE-owned.*) Before shipping or hand-carrying any items or software abroad, you will need to file a certification to document this license exception. These forms must be filed with the University’s designated office prior to shipping or hand-carrying the item(s) or software overseas. If you have any questions about the forms or process, please contact Alex Miller in Campus Technologies.

DESTINATION COUNTRY: _____

		Yes	No	NA
1.	Is the item or software to be shipped or hand-carried abroad?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	If the item or software is currently overseas, will it remain in the same country and with the same overseas custodian until it is returned to the US?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is the item or software to return to the US within 12 months or either consumed or destroyed abroad?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the item or software for temporary shipment, retransfer or hand-carry to any country OTHER THAN: Cuba, Iran, North Korea, Syria, or Sudan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Will the item or software to be shipped, retransferred or hand-carried be used ONLY either a) as a "tool of the trade" to conduct PASSHE business, or b) for exhibition or demonstration, or c) for inspection, testing, calibration or repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	If for inspection, testing, calibration or repair, will the item or software be shipped, retransferred or hand-carried to any country OTHER THAN: Albania, Armenia, Azerbaijan, Belarus, Cambodia, China, Georgia, Iraq, Kazakhstan, Kyrgyzstan, Laos, Libya, Macau, Moldova, Mongolia, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan or Vietnam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will the item or software remain under the "effective control" of PASSHE personnel while the property is abroad? Note: "Effective Control" is defined as retaining physical possession of an item or maintaining it in a secure environment such as a hotel safe (not in hotel room) or a locked or guarded facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is the encryption code incorporated in the item or on the software media limited to that available through retail purchase (phone order, mail, internet, or over-the-counter transactions)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answers to ALL of these questions are "Yes" or "N/A" and your equipment, components or software are not designed for use in/with/by satellites or spacecraft or otherwise regulated as a defense article, then your shipment, retransfer or hand-carry is eligible for shipment under License Exception. Please fill out the attached Certification and forward it to the Controller’s Office (Vicky Wyman) & Campus Technologies (Alex Miller).

If you answered “No” to any of the above, or if you have any questions, please contact Alex Miller at (570) 662-4074 or amiller@mansfield.edu

¹ Usual and reasonable kinds and quantities of tools of trade (commodities, software, and technology) for use in a lawful enterprise or undertaking of the exporter may be exported and re-exported for temporary use abroad (including use in international waters). Consult EAR Part 740.9 for more on tools of the trade.

TMP EXPORT LICENSE EXCEPTION CERTIFICATION

Unlike the export of information resulting from fundamental research, the export of tangible items, commercial software and encryption code is subject to export control regulations. The Export Administration Regulations (EAR), however, make an exception to license requirements for the temporary export or re-export of certain tangible items or software for professional use as long as specific criteria to which you are certifying are met.

NOTE: This certification does NOT apply to laptops, PDAs, cell phones or digital storage devices incorporating information or software code designed for use in/with satellites, spacecraft or other defense articles that is not already in the public domain. If this situation applies to you, contact Alex Miller in Campus Technologies for an export license determination.

Detailed description of item to which this certification applies:

(Brand/Model and PASSHE/University Barcode Tag Number/Serial Number (if any) of item(s), list of software installed, etc. Continue on additional sheet if needed.)

By my signature below, I certify that:

1. I will take the items, technology or software abroad ONLY as a “tool of the trade” to conduct PASSHE business;
2. I will return the items, technology or software to the U.S. no later than 12 months from the date of leaving the U.S. unless they are certified by me to have been consumed or destroyed abroad during this 12 month period;
3. I will keep the items, technology or software under my “effective control” while abroad (defined as retaining physical possession of an item or maintaining it in a secure environment – such as a locked hotel business office safe [not a hotel room safe] or secure facility);
4. I will not take the items to Cuba, Iran, North Korea, Syria, or Sudan unless I have received approval from PASSHE’s Export Control Officer in writing;
5. I will not take any item or software incorporating PASSHE-developed, non-commercial strong encryption source code outside the borders of the United States unless I have received approval from PASSHE’s Export Control Officer in writing.

Signed: _____

Print name: _____ Date: _____

Please keep a signed copy with you when traveling abroad and another in your files.