**Request to Hand Carry Items Outside the U.S.**

***Excludes Personal Shipments***

Prior to the hand carrying of any university owned items (i.e., equipment, software, technology, or materials) out of the U.S., an export control review must be completed to determine if an export license or other authorization is required. To initiate the export licensing review, please complete sections A – E of this form. Completed forms are to be submitted to the Export Control Office as far in advance of the planned travel date as possible, as it can take on average 3 months to obtain a license from the U.S. government.

**A. Contact Information**

|  |  |
| --- | --- |
| PI Name: Click or tap here to enter text.  Department: Click or tap here to enter text.  Email: Click or tap here to enter text.  Phone: Click or tap here to enter text. | Technical Contact Name: Click or tap here to enter text.  Department: Click or tap here to enter text.  Email: Click or tap here to enter text.  Phone: Click or tap here to enter text. |

**B. End-Use Information *(check all that apply)***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Attending a conference or meeting | Presenting at a conference or meeting | | Organizer/sponsor: Click or tap here to enter text.  Subject matter: Click or tap here to enter text.  Is the research published?  Yes  No  If yes, research URL: Click or tap here to enter text. | Organizer/sponsor: Click or tap here to enter text.  Subject matter: Click or tap here to enter text.  Is the research published?  Yes  No  If yes, research URL: Click or tap here to enter text. | |  |  | | Teaching a course in the destination country | Research Collaboration with or at a foreign entity | | Course name: Click or tap here to enter text. | Entity name: Click or tap here to enter text. | |  |  | | Remote Work *(non-research)* | Conducting Field Research | |

**C. Destination Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Date departing the US: Click or tap here to enter text. | Date returning to the US: Click or tap here to enter text. |  |  |  |  | | --- | --- | --- | | Destination Countries: *List arrival and departure dates for each destination country* | | | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Country | Arrival Date | Departure Date | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Country | Arrival Date | Departure Date | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Country | Arrival Date | Departure Date | |

**D. Item Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Is the item required for your professional activities in support of a university objective? | Yes  No | | If yes, will the item remain under your effective control while abroad? | Yes  No | | Will the item return with you the U.S. within 12 months from your departure? | Yes  No | | If no, please explain: Click or tap here to enter text. | | | Does the item contain any encrypted software or firmware? | Yes  No | | If yes, please describe: Click or tap here to enter text. | | | Is the item toxic, hazardous, pathogenic, or an attenuated biologic agent? | Yes  No | | If yes, please describe: Click or tap here to enter text. | | | Is the item specially designed or modified for a military application or use? | Yes  No | | If yes, please describe: Click or tap here to enter text. | | | Is the item a spacecraft system or associated equipment or a specially designed component thereof? | Yes  No | | If yes, please describe: Click or tap here to enter text. | | |

**E. List of Hand Carried Items**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Manufacturer** | **Description** | **Model #** | **Asset Tag or Serial #** | **URL or attach spec** |
| Equipment  Software  Technology  Materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment  Software  Technology  Materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment  Software  Technology  Materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment  Software  Technology  Materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment  Software  Technology  Materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment  Software  Technology  Materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment  Software  Technology  Materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment  Software  Technology  Materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment  Software  Technology  Materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment  Software  Technology  Materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment  Software  Technology  Materials | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**F. Submit completed form** to [exportcontrol@ucr.edu](mailto:exportcontrol@ucr.edu) for export licensing review.