**Request to Ship Items Outside the U.S.**

***Excludes Personal Shipments***

Prior to the shipment of any 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 – F of this form. Completed forms are to be submitted to the Export Control Office as far in advance of the proposed shipping 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. Method of Transportation**

|  |
| --- |
| Carrier (*check one*): [ ]  FEDEX [ ]  UPS [ ]  DHL [ ]  American Cargo Service [ ] Other: Click or tap here to enter text.Preferred shipment deadline: Click or tap here to enter text. |

**C. Recipient (End-User) Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
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| --- | --- |
| Name of Recipient: Click or tap here to enter text. | Recipient Institution: Click or tap here to enter text. |
| Phone Number: Click or tap here to enter text. | Email Address: Click or tap here to enter text. |
| Physical Address (PO Box is not acceptable): Click or tap here to enter text. |
| Country: Click or tap here to enter text. |

To the best of your knowledge, is the recipient involved in, or provide support to or for the benefit of, any of the following activities? (*check all that apply*)[ ]  chemical or biological weapons (*including chemical weapons precursor chemicals, agents, and toxins*)[ ]  nuclear proliferation (*including maritime nuclear propulsion end-uses*)[ ]  missile technology (i.e., rocket systems (*including ballistic missiles, space launch vehicles and sounding rockets*) [ ]  unmanned aerial vehicle systems (*including cruise missiles, target drones, and reconnaissance drones*)[ ]  foreign military or other military end-users [ ]  [ ] none of the above |

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| --- | --- | --- |
| [ ]  Research Collaboration | [ ]  Return to Manufacturer for Repair | [ ]  Equipment Loan |
| [ ]  Material Transfer Agreement | [ ]  Sale of Equipment | [ ]  Remote Work |
| [ ]  Military or Dual Use | [ ]  Field Research | [ ]  Other: Click or tap here to enter text. |

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**E. Item Information**

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| Are the items associated with an agreement or other award?  | [ ]  Yes [ ]  No |
| If yes, enter agreement or award number: Click or tap here to enter text. |
| Will the end-user be trained on the use of the item? | [ ]  Yes [ ]  No |
| If yes, 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. |
| Will the item be returned to the U.S. within 1 year from its shipment date? | [ ]  Yes [ ]  No |
| If yes, specify the item and planned return date: 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. |  |

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**F. List of Items to be Shipped**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Common & Technical Name** | **UCR Built\* or**1. **Manufacturer**
2. **Model #**
3. **Serial #**
4. **URL or attach spec**
 | **General function & planned use** | **Qty & Unit of Measure** | **Country of Origin** | **Weight in KG** | **Total US dollar value** |
| Click or tap here to enter text. | [ ]  UCR Built\*1. Click or tap here to enter text.
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**\*If UCR Built, please provide technical specifications.**

**Please attach a separate sheet for additional items**

**G. Submit completed form** to exportcontrol@ucr.edu for export licensing review.