



Villanova University
International Travel Form/Export Control Inquiries

Introduction: the following checklist is used to proactively identify export-controlled items intended for transfer pursuant to international travel. When identified, such items should be brought to the attention of the University Compliance Office for further disposition.

Please state purpose of travel:

- International research collaboration with external party/institution
- International research fieldwork independent of any external party/institution
- Teaching or lecturing abroad pursuant to an Agreement with VILLANOVA
- Attending a professional conference
- Attending or hosting a meeting on behalf of VILLANOVA to initiate a partner institution relationship
- Other

1. Please indicate travel information as follows:

Intended destination(s):

Dates of departure and arrival, and total duration of travel:

Which other VILLANOVA personnel also travel for stated purpose? If yes, please identify:

Where travel is pursuant to an Agreement whereby a foreign institution or research collaborator is hosting VILLANOVA personnel (for academic or research purposes), confirm that the foreign institution(s)/collaborator(s) has/have been screened through Visual Compliance against US Government watch lists, and that there are no matches.

2. Will you be taking any item out of the country including laboratory instruments, personal tools or sample/prototype items?

Yes No

If yes, please list the items:

Please identify the purpose of each item above:

[Type here]

3. Has item/items been classified by the University Compliance Office to determine whether an export license/authorization is required?

Yes No

If so, identify the classification (EAR or ITAR) of each item being transferred:

If not, all items intended for transfer must be evaluated prior to travel.

4. Will any items (including data) be provided temporarily or permanently to the host institution/collaborator or to another institution?

Yes No

If yes, please list the items:

5. Are you aware of any data downloaded to your laptop hard drive or personal communication device which has been previously identified as export controlled or in some way restricted? Yes No If yes, please list the items: