Department of Commerce License Exceptions
For Travel outside the United States

Traveling outside the United States can present export control issues for University of Alaska Anchorage (UAA) employees. The export of tangible items (such as blueprints and schematics) and commercial software and encryption code commonly found on laptops, tablets and cell phones is subject to export control regulations. However, the Export Administration Regulations (EAR) provide two exceptions to license requirements when the tangible export of items and software containing encryption code is necessary for travel or relocation:

1. **Export License Exception TMP (Temporary Exports)** allows those leaving the U.S. on university business to take with them as "tools of trade" *UAA-owned or controlled* software, technology and retail level encryption items such as laptops, tablets and cell phones to all countries other than Iran, Syria, Cuba, North Korea or Sudan, so long as the items and software (a) will remain under their "effective control" while they are abroad and (b) will be returned to the U.S. within 12 months or destroyed abroad within a one year period. This exception does *not* apply to the export of: (a) controlled satellite or space-related equipment, components or software; (b) technology associated with high-level encryption products; and (c) items, technology, data or software regulated by the Department of State's International Traffic in Arms Regulations ("ITAR").

2. **Export License Exception BAG (Baggage)** allows those leaving the U.S. either temporarily (i.e., traveling) or longer-term (i.e., moving) to take with them as personal baggage *family-owned* software and retail level encryption items including laptops, tablets and cell phones, so long as the items and software are for their personal or professional use. Individuals leaving the U.S. temporarily must bring back the items and software they exported under this license exception unless the items are destroyed abroad.

Before taking any items or software abroad using this exception, you will need to file a certification to document this license exception. The Export License Exception TMP and BAG Certification form is attached, both forms need to be filled out, should one not apply mark N/A in the Items Box.

Return both sections of this completed form (keeping a copy for your records) to
uaa_rschgradstudy@alaska.edu   for review and approval by the Vice Provost for Research and Graduate Studies.
Once reviewed and approved, your Certification form will be returned to you. Please plan on carrying a copy of the approved form with you when you travel.

Updated April 2017

EXPORT LICENSE EXCEPTION (TMP) CERTIFICATION

To: University of Alaska Anchorage Export Control Officer
From: _____
Submission Date: _____
Destination Countries: _____
Dates of Travel: _____

This TMP Certification must be completed by UAA employees traveling abroad with UAA-owned or controlled technology, such as laptops, tablets, cell phones, or digital storage devices. The export of items, technology, commercial software, and encryption code is subject to export control regulations. However, the Department of Commerce's Export Administration Regulations (EAR) make an exception to licensing requirements for the temporary export or reexport of certain items, technology, or software for professional use as long as the criteria to which you are certifying below are met. The exception does *not* apply to:

- satellite or space-related equipment, components, or software

- high-level encryption products

- items, technology, data, or software subject to the International Traffic in Arms Regulations (ITAR)

ITEMS TO BE EXPORTED: List all **UNIVERSITY-OWNED** technology as well as any University-developed technology and all *non-publicly available* software that you intend to take with you on international travel:

Item No.	Brand/Model	Serial No.	Description of Item
Ex.	*Dell Latitude E6410 Laptop*	*105987*	*Laptop computer including standard operating system and standard software installed by UAA*

Purpose of travel – check all that apply:
- ☐ Attending a meeting or conference
- ☐ Teaching a course in the destination country (ies)
- ☐ Conducting research
- ☐ Foreign entity collaboration
- ☐ Presenting at a meeting or conference
   If presenting at a meeting or conference, is the work published? ☐Yes ☐ No
- ☐ Other _____

SUBJECT MATTER OF PRESENTATION, MEETING, CONFERENCE, COURSE OR RESEARCH. PLEASE BE SPECIFIC:
_____
_____

By my signature below, I certify that:

1. I am shipping or hand-carrying the item, technology or software to be used as a "tool of trade" to conduct University of Alaska Anchorage business only;

2. I will return the items, technology, or software to the U.S. *no later than 12 months from the date I leave the U.S.* unless the items, technology, or software are certified by me to have been destroyed abroad during this 12 month period;

3. I will keep the items, technology, or software under my "effective control" while abroad, e.g. I will retain physical possession of the items or keep them in a secure environment such as an hotel safe or a locked or guarded facility;

4. I will protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad such as by using:
   a. secure connections when accessing e-mail and conducting business activities that involve the transmission and use of the technology,
   b. password systems on electronic devices that store technology, and
   c. personal firewalls on electronic devices that store the technology.

5. I will not ship or take the items, technology or software to Iran, Syria, Cuba, North Korea, or Sudan without consulting the Vice Provost for Research and Graduate Studies.

6. I will not take any technology associated with high-level encryption products, e.g. the encryption code contained in the items or software I am shipping or taking is limited to that found in retail items, for example, laptops with commercial software such as Microsoft Windows, Mac OS.

7. I will remove any export-controlled information, technical data, and software from the items I have listed above prior to leaving the U.S.

If you are able to make all of the above certifications and your equipment and software (i) do not contain ITAR-listed software or technical data; (ii) are not designed for use in/with/by satellites or spacecraft, or (iii) are otherwise not regulated as an U.S. Munitions List defense article, then your shipment, retransfer or hand-carry is eligible for shipment under License Exception TMP. If you believe you do not or cannot meet the terms of this exception, please contact the Vice Provost for Research and Graduate Studies, Dr. Helena Wisniewski for guidance by emailing her Executive Assistant at uaa_rschgradstudy@alaska.edu

Signed: _____   Dated: _____

Keep a signed copy of this certification with you when traveling abroad. Return a signed copy to uaa_rschgradstudy@alaska.edu for approval by the Vice Provost for Research and Graduate Studies at departure.   prior to your

For Internal Use Only		
Received by [ ] __/__/__ Reviewed by UAA VPRGS __/__/__ Signature: _____		
__ Approved __ Not Approved Note: _____		

EXPORT LICENSE EXCEPTION (BAG) CERTIFICATION

To: University of Alaska Anchorage Export Control Officer
From: _____
Submission Date: _____
Destination Countries: _____
Dates of Travel: _____

The BAG Certification form must be completed by UAA personnel traveling abroad to ensure that they are complying with the EAR. The export of items, technology (this includes laptops, tablets, cell phones and digital storage devices, such as flash drives), commercial software, and encryption code is subject to export control regulations. However, the Department of Commerce's Export Administration Regulations (EAR) make an exception to licensing requirements for the temporary export or reexport of certain items, technology, or software for personal or professional use as long as the criteria to which you are certifying below are met. The exception does *not* apply to:

- satellite or space-related equipment, components, or software

- high-level encryption products

- items, technology, data, or software regulated by the International Traffic in Arms Regulations (ITAR)

ITEMS TO BE EXPORTED: List all **FAMILY-OWNED** technology and all *non-publicly available* software that you intend to take with you on international travel:

Item No.	Brand/Model	Serial No.	Description of Item
Ex.	*Dell Latitude E6410 Laptop*	*105987*	*Laptop computer including standard operating system and standard software installed by UAA*

By my signature below, I certify that:

1. I personally own the items, technology, and/or software I am taking abroad;

2. The items, technology, or software are intended for my personal use or as a "tool of trade", i.e., for use in my trade, occupation, employment, vocation, or hobby;

3. The items, technology, or software are not intended for sale or other disposal or transfer;

4. I will either return the items, technology, or software to the U.S. or destroy them while abroad;

5. If I am exporting technology as a "tool of trade", I will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad such as using:
   a. secure connections when accessing e-mail and conducting other activities that involve the transmission and use of the technology,
   b. password systems on electronic devices that store technology, and
   c. personal firewalls on electronic devices that store the technology.

6. I will not ship or hand-carry the items, technology or software to Iran, Syria, Cuba, North Korea, or Sudan without consulting the Vice Provost for Research and Graduate Studies.

7. I will not take any technology associated with high-level encryption products, e.g. the encryption code contained in the items or software I am shipping or taking is limited to that found in retail items, for example, laptops with commercial software such as Microsoft Windows, Mac OS.

8. I will remove any export-controlled information, technical data, and software from the items I have listed above prior to leaving the U.S.

If you are able to make all of the above certifications and your equipment and software (i) do not contain ITAR-listed software or technical data; (ii) are not designed for use in/with/by satellites or spacecraft, or (iii) are otherwise not regulated as an U.S. Munitions List defense article, then your shipment, retransfer or hand-carry is eligible for shipment under License Exception BAG. If you believe you do not or cannot meet the terms of this exception, please contact the Vice Provost for Research and Graduate Studies, Dr. Helena Wisniewski for guidance by emailing her Executive Assistant at uaa_rschgradstudy@alaska.edu.

Signed: _____ Dated: _____ *Keep a signed copy of this certification with you when traveling abroad. Return a signed copy to uaa_rschgradstudy@alaska.edu for approval by the Vice Provost for Research and Graduate Studies at prior to your departure.*

For Internal Use Only
Received by [   ] __/__/__   Reviewed by UAA VPRGS __/__/__   Signature: _____
__ Approved   __ Not Approved   Note: _____