

## Information and Checklist for the Temporary Export of Research Equipment

When you travel outside the United States with University owned research equipment, you have an obligation to make sure that the shipment is compliant with all applicable U.S. regulations as well as the regulations for the destination country. These include Export/Import regulations and associated documentation requirements. Please try to plan travel with research equipment well in advance, even if you are carrying the equipment with you. It is important to note that transport of University property is a commercial shipment. The following checklist has been developed to assist your travel planning.

### Export Control Considerations:

Are there Export restrictions to the destination?

Is the item controlled under the ITAR?

What are the applicable ECCN's for the shipment?

Is licensing or documentation of the use of a license exemption required?

### General Customs Considerations:

What is the Schedule B number for the equipment?

Have letters of ownership been obtained from procurement?

Is the equipment adequately insured while off campus?

What are the customs duty obligations for the temporary export destination?

Will a Carnet be used for the shipment? (A Carnet is often described as a "passport" for commercial goods. It is a prepaid bond that allows the goods to enter a country without further consideration of that country's import bond or duty requirements).

### When Using a Commercial Shipper:

Are there any safety considerations or dangerous goods?

Have appropriate container lists been prepared including country of origin, weight, and dollar value for the shipment?

Have appropriate Powers of Attorney been executed to allow the shipper to act as the Customs Broker for both the outbound and return shipments?

Is the shipper accepting responsibility for entering the export into the AES system?

**When Desiring to Hand Carry the Equipment:**

Are there any restrictions that preclude hand-carrying the equipment?

Has the shipment been entered into the AES?

Is all appropriate documentation readily available for customs inspection?

If the equipment is under an Export License (State or Commerce), have appropriate arrangements for endorsements been made?

The Research Office is able to assist with licensing requests, execution of Powers of Attorney, obtaining Carnets, and mandatory regulatory export filings.

**For further information or if you have questions about any of these items as they relate to your international research equipment shipments, please contact:**

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