# **TO BE FILLED OUT BY DEPARTMENT**

A requirement in the immigration process is to determine whether an Export Control license is necessary for certain categories of faculty hires if they are considered a “foreign national.” The University cannot complete the immigration application until this issue is fully vetted by the Chair/Director of the Department/Office, the Export Control Officer, and Legal Counsel. It is important to note that any future changes to employment responsibilities or research must also be reviewed.

**Faculty Hire’s Name**: Click or tap here to enter text.

**Citizenship:** Click or tap here to enter text.

**Date of Birth**; Click or tap here to enter text.

**School/ Department**: Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Please list Position:** Click or tap here to enter text.

**Research Specialty**: Click or tap here to enter text.

**Duties/Projects:** Click or tap here to enter text.

1. **Is the individual from a country that is on the Embargoed or Sanctioned Country List (including North Korea, Syria, Sudan, Iran, Iraq, Cuba, Balkans, Belarus, Burma, Cote d’Ivoire, Democratic Republic of the Congo, and any other nations or countries not specifically listed)?**

*Please note the list of embargoed and sanctioned countries changes from time to time. You can consult the* [*Department of Treasury Office of Foreign Asset Control website*](http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx) *for the most current available information on US sanctioned or embargoed countries.*

Yes [ ]  No [ ]

* If yes, which country? Click or tap here to enter text.
1. **Will the new hire have access to any proprietary or confidential information derived from a third party, such as a corporate sponsor that cannot be shared?** Access would include verbal discussions, training, access to shared drives or websites, access to laboratories and equipment. *See Attachment A for categories.*

Yes[ ]  No [ ]

* If yes, please describe the access.

 Click or tap here to enter text.

* What laboratories will they have access to?

 Click or tap here to enter text.

* What equipment will access be given to? If know, provide the Export Controls Classification Number (ECCN).

Click or tap here to enter text.

1. **Has the new hire signed a non-disclosure agreement or any agreement that restricts publication in any way?** Yes [ ]  No [ ]
* If yes, what agreement has been signed and who is it with?

Click or tap here to enter text.

1. **Will the new hire be working on corporate sponsored research?** Yes [ ]  No [ ]
* If yes, with what sponsor?

Click or tap here to enter text.

1. **Does the new hire currently have an externally funded grant (Federal, State, foundation etc.) which will fund their research or any grant that you are aware they are bringing with them?** Yes [ ]  No [ ]
* If yes, please list the funding agency.

Click or tap here to enter text.

1. **Will the new hire be working on materials obtained under a Materials Transfer Agreement (other than the Uniform Biological Materials Transfer Agreement)?** Yes [ ]  No [ ]
* If yes, who is the agreement with?

Click or tap here to enter text.

1. **Will the new hire be working with high-tech or experimental equipment (examples would be high speed computers, sensors, materials, electronics, lasers, telecommunication devices or other cutting-edge equipment)?** Yes [ ]  No [ ]
* If yes, please list and describe the equipment. Provide ECCN if known.

Click or tap here to enter text.

* Will any equipment be brought with them? [ ]  Yes [ ]  No
	+ If yes, what is it and what is the ECCN associated with it?

Click or tap here to enter text.

* Will there be future purchases of equipment? [ ]  Yes [ ]  No
	+ - If yes, provide the model number and ECCN to RSP prior to the purchase of the new equipment, if not known now.

Click or tap here to enter text.

1. **Will the new hire be working on projects or research which involves data, knowhow, software or equipment of a technical nature?** Yes [ ]  No [ ]
* If yes, please describe what they will be doing.

Click or tap here to enter text.

1. **Will the new hire be working on projects or research which involves data, knowhow, software or equipment of a military nature?** Yes [ ]  No [ ]
* If yes, please describe:

 Click or tap here to enter text.

Signature of Department Chair/Director:

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send the completed form to: Jessica Lowe at jllowe@ilstu.edu. If you have any further questions, please call 438-2529 or visit <https://exportcontrol.illinoisstate.edu/>.

# To be completed by the Export Control Officer and returned to HR.

**CERTIFICATION**

The Office of Research and Sponsored Programs (RSP), which administers the export control compliance program at Illinois State University, has reviewed the attestations above. After review of the information provided by the hiring department, and the Export Administration Regulation (EAR) and the International Traffic in Arms Regulations (ITAR), RSP has determined that, as of the date signed:

[ ]  A license is not required from either U.S. Department of Commerce or the U.S. Department of State to release such technology or technical data to the foreign person; or

[ ]  A license is required from the U.S. Department of Commerce and/or the U.S. Department of State to release such technology or technical data to the beneficiary and the petitioner will prevent access to the controlled technology or technical data by the beneficiary until and unless the petitioner has received the required license or other authorization to release it to the beneficiary.

**Additional Comments**:

Click or tap here to enter text.

Export Control Officer Signature:

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachment 1

EAR and ITAR Control Lists by Major Categories

Commerce Control List (CCL)

Export Administration Regulations (EAR)

<http://www.gpo.gov/bis/ear/ear_data.html>

See Part 774, Supplement 1

Category 0 Nuclear Materials, Facilities & Equipment (and Miscellaneous Items)

Category 1 Materials, Chemicals, Microorganisms, and Toxins

Category 2 Materials Processing

Category 3 Electronics

Category 4 Computers

Category 5 (Part1) – Telecommunications; (Part 2) Information Security

Category 6 Sensors and Lasers

Category 7 Navigation and Avionics

Category 8 Marine

Category 9 Propulsion Systems, Space Vehicles, and Related Equipment

**U.S. Munitions List (USML)**

**International Traffic in Arms Regulations (ITAR**

<http://www.fas.org/spp/starwars/offdocs/itar/p121.htm>

**See Part 121.1**

Category I Firearms, Close Assault Weapons and Combat Shotguns

Category II Guns and Armament

Category III Ammunition/Ordnance

Category IV Launch Vehicles, Guided Missiles, Ballistic Missiles, Rockets, Torpedoes, Bombs and Mines

Category V Explosives and Energetic Materials, Propellants, Incendiary Agents and Their Constituents

Category VI Vessels of War and Special naval Equipment

Category VII Tanks and Military Vehicles

Category VIII Aircraft and Associated Equipment