



## International Shipping Form

Please Read: The purpose of this International Shipping Form is to identify any international shipment, which requires prior export control authorization from U.S. Government export authorities and/or special U.S. Customs filing.

Please complete this form as fully as possible. Questions should be directed to: [exportcontrol@clemson.edu](mailto:exportcontrol@clemson.edu)

### Are you shipping to any of the following countries?

- ☐ Iran
- ☐ Syria
- ☐ Cuba
- ☐ North Korea
- ☐ China
- ☐ Russia
- ☐ Venezuela

### Is the recipient a member of a foreign government, military, intelligence agency, and/or police unit?

- ☐ YES ☐ NO

Items that can ship WITHOUT review/approval:

Unless the following items are shipped to Iran, Syria, Cuba, and/or North Korea, or to a Restricted or Prohibited party, they do NOT require an export review, approval, or license.

- Basic laboratory supplies (test tubes, beakers, etc.)
- Basic office supplies
- Personal items such as clothing, toiletries, beauty products, etc.
- Textiles
- Household goods
- Promotional items (ex. cups, pens, folders, sweatshirts)
- Food products
- Artwork and artifacts
- Currency
- Documents containing published/publicly available technical data or non-technical data



**Requestor's Name:**

First

Last

**Request Date:**

**Department:**

**Requested on Behalf Of (if different than Requestor):**

**Sponsored Project Code (if applicable):**

**Recipient Name:**

First

Last

**Recipient Address:**

Street Address

Address Line 2

City

State/ Province/ Region

Postal / Zip Code

Country



**Item Description:**

**Please include a detailed description of the item(s) that will be shipped. If you know the manufacturer and model name of the item, please include it in the description.**

For shipments that include multiple items, please attach a complete list of items in a Word or Excel document.

**Please check to indicate any of the following included in the intended shipment:**

- ☐ Laboratory instruments
- ☐ Tools (of a specialized mechanical nature)
- ☐ Samples/prototypes (including fabricated materials)
- ☐ Biological materials or specimens, such as plants, animals, or human tissue (including insects, soil, seeds, and human/animal remains)
- ☐ Biologics or chemicals (including genes and genetic material), and Dry Ice
- ☐ Controlled substances (including prescription medicines, drugs, vaccines, vaccination kits, etc.)
- ☐ Specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.)
- ☐ Software programs containing or constituting specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)
- ☐ Technical data related to any of the foregoing

**Does the shipment contain Hazardous Materials or controlled biologics?**

☐ YES ☐ NO

**If yes, have you notified Occupational and Environmental Safety?**

☐ YES ☐ NO



**Please check if the shipment includes any of the following criteria:**

- ☐ Infectious or hazardous material
- ☐ Biological materials or specimens, such as plants, animals, or human tissue (including insects, soil, seeds, and human/animal remains)
- ☐ Chemical compound or mixture
- ☐ A prototype
- ☐ Software
- ☐ The material/information is proprietary
- ☐ The material is a trade secret
- ☐ The provider of the material wishes to obtain rights to the results of the research that the material is being used for
- ☐ A related party is concerned about potential liability

**If any of the boxes are checked, have you contacted the Office of Sponsored Programs to begin the Material Transfer Agreement (MTA) process?**

☐ YES ☐ NO

**Please identify (if known) the export control classification of the items in this shipment (Provide ECCN or USML Category, or respond "Unknown"):**

**What is the recipient's intended end use of the items?**

- ☐ Testing the item for purpose/efficacy
- ☐ Recipient contracted to provide service (such as laboratory analysis)
- ☐ Item to be used for collaborative teaching/research
- ☐ Donation of item
- ☐ Sale of item
- ☐ Loan of item
- ☐ Repair or service of item
- ☐ Other

**Describe in detail**

**Is the export intended as a permanent export or will the item be returned?**



**Will the recipient re-export the items to a different final recipient?**

☐ YES ☐ NO ☐ UNKNOWN

**What is the estimated value of the shipment?**

**Please send completed form to:** [exportcontrol@clemson.edu](mailto:exportcontrol@clemson.edu).

You are free to include images or documentation related to the item for additional clarification.

You will be contacted after this form is received and reviewed.

For questions regarding Material Transfer Agreements, contact [cuosp@clemson.edu](mailto:cuosp@clemson.edu).

For questions regarding shipping hazardous materials, or controlled biologics, contact [oeshelp@clemson.edu](mailto:oeshelp@clemson.edu).

For questions regarding compliance regarding biological materials or specimens (human or animal), contact [orc@clemson.edu](mailto:orc@clemson.edu).