THE RESEARCH OFFICE

EXPORT CONTROL REGULATIONS AND INTERNATIONAL TRAVEL*

Faculty and other OU personnel who are traveling abroad often take information, technology and equipment with them. However, they need to be aware of the impact of export control regulations on these materials when traveling internationally. Export control regulations may be relevant to any or all of the following:

- Laptops
- Encryption software
- Data and technology
- Blueprints, drawings, and schematics
- Chemicals, biological materials, and scientific equipment
- Disclosing certain information at a "closed" conference or meeting that is not open to all technically qualified members of the public
- Restricted information (in print, electronic format, or discussed verbally while abroad)
- Travel to sanctioned or embargoed countries (Office of Foreign Assets Control, Treasury Department)
- Conducting business with, or providing services to, certain people or entities that appear on one or more of the federal lists of restricted or designated parties

Please note: If traveling to Russia or China, we recommend that a *temporary laptop computer be checked out through University Technology Services (UTS)* just for this travel. The laptop should only be used during the trip, and may be left in the country and not returned to the university. If brought back to the United States, it should be returned to UTS without starting it or using it in any way. Contact UTS for more information. Travelers are encouraged to access internet resources through a VPN connection (see Resources page below). More information can be found on the UTS Security Information page: https://oakland.edu/uts/common-good-core-resources/securityinfo/

What you should do before traveling internationally:

You must ensure that any information you discuss or items you take are either not controlled by the export control regulations or, if controlled, that you inquire about whether a license or other agreement is needed from the relevant federal department. Please contact the Research Office if you have any questions, or to evaluate your specific situation.

Fortunately, travel to most countries does not raise any export control concerns. In some cases, an exclusion or exception to the license requirements is available. In order to do a preliminary assessment of any export control restrictions associated with your upcoming international trip, please answer the following questions on the International Travel Checklist carefully. (Note: Individuals can be held personally liable for exporting items, technical data, or software without a license or license exception. Sanctions can include fines and/or imprisonment.)

If the answer to any of the following questions is 'yes', it is recommended that you discuss this with the Research Office (Michael Long, mwlong@oakland.edu, or Andrea Buford, abuford@oakland.edu). In the event a license is required, the Research Office will consult with the Office of Legal Affairs about whether or not to seek a license on a case-by-case basis.

International Travel Checklist:

1. **Do you plan to travel to an embargoed destination?**

   Note: Certain countries *such as* Burma, Cuba, Iran, Ivory Coast, Libya, North Korea, Sudan, Syria, and Zimbabwe involve various restrictions. For an up-to-date list of embargoed countries and other restrictions, please visit: http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx

2. **Will you be taking any information or technology that is not available in the public domain, is classified, or is subject to export control regulations? (Including materials in print or electronic versions)**

   Export controlled materials include: technology, software, and information related to the design, production, testing, maintenance, operation, modification, or use or controlled items or items with military applications. It does not include basic marketing information

on function or purpose; information regarding general scientific, mathematical or engineering principles commonly taught in universities; or information that is generally accessible in the public domain.

3. **Are you taking a laptop computer, tablet, netbook, other data storage device, or smartphone with you? If yes…**
   - Will it ever be outside of your physical possession/control or a secure environment?
   - Will you have encryption code incorporated in the item that is NOT available through retail purchase (e.g. at a store, through the internet)? If **no**, skip next question.
   - Will you be sharing this encryption software with any foreign national or foreign entity?

4. **Will you be taking any other equipment with you?**

5. **Are you taking any biological or hazardous materials abroad?**

6. **Will you be attending a "closed" conference or meeting?**

   Note: A closed meeting is not open to all technically qualified members of the public.

7. **If you will be presenting at a conference or meeting, will you be presenting information that is *not* available in the public domain or does *not* meet the definition of fundamental research? (i.e. basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community)**

8. **Will you be providing a service or financial assistance to a foreign entity while traveling internationally?**

   Note: "financial assistance" includes hiring of project personnel. "Services" include providing medical assistance, assisting in data analysis, etc.

9. **Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government?**

10. **Do you know or have any reason to believe that the information you will be sharing or the activities you will engage in while traveling will have a military use or will provide a military service?**

    For example, will the information you carry with you or the discussions you have aid in the design, development, production, stockpiling or use of nuclear explosive devices, chemical or biological weapons, or missiles?

**Adapted with permission from the University of Nebraska at Lincoln.*

Additional resources:

OU's **Research Office** provides educational and training materials on the Export Control section of the Regulatory Compliance web page: https://wwwp.oakland.edu/research/compliance/. It is strongly recommended that you complete the **on-line CITI training courses** before you travel (link available on this website).

VPN connection: When traveling internationally, access to Internet resources through a web browser, including webmail and general web browsing, should done through a VPN connection. The VPN encrypts the browser and communication session, protecting your login identity and data. Find more information on the Oakland University VPN here: https://oakland.edu/uts/common-good-core-resources/securityinfo/#vpn

The **Higher Education Information Security Council** (HEISC) has developed a resource page, Security Tips for Traveling Abroad: https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/cybersecurity-program/resources/information-security-guide/hot-topics/security-tips-for-traveling-abroad

The FBI has also developed a helpful brochure, **Safety and Security for the Business Professional Traveling Abroad**: https://www.fbi.gov/file-repository/business-travel-brochure.pdf/view

The FCC offers Cybersecurity Tips for International Travelers: https://www.fcc.gov/consumers/guides/cybersecurity-tips-international-travelers