

Bates

*Office of the Vice President for Academic Affairs
and Dean of the Faculty*

Export Control Travel Form

This form should be completed by faculty or staff intending to travel outside of the United States during the course of their work while transporting items/software/data/technology. The policy also applies to a foreign person in the U.S. or working with persons, educational institutions or businesses abroad that might be subject to sanctions. This form is to be completed once and kept on file in the Office of the Dean of the Faculty.

Legal Name _____ Email: _____

Department/Program _____ Phone Number _____

What is your citizenship? _____

Do you anticipate working with foreign persons, faculty or students, educational institutions or businesses while traveling for your research or employment? Yes No

Will you be transporting any encrypted software/technology/items/data to a foreign country?

Yes No If yes, please describe the s software/technology/items

Will you be transporting any college-owned equipment to a foreign country?

Yes No

If **yes**, please list the equipment, (e.g., laptop, computer, cell phone, GPS):

Your signature below indicates that you understand that you are responsible for any risks or responsibilities related to export control or safety during travel, and that you agree to:

- abide by export control guidelines,
- maintain effective control over the item,
- use secure internet connections,
- consult with Help Desk Services at Bates College on firewall and encryption questions,
- utilize personal firewall protection and password protect for any files that contain controlled technology, and
- ensure any device contains no mass market 64-bit encryption software or other encryption capabilities restricted under the EAR

Signature _____

Date _____

Reviewed by Director of Research and Scholarship _____