International Shipping Request 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.

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. Several operational and business units across Emory can screen activities against restricted or prohibited parties' lists. **If you need help in screening your shipment recipient, please contact Export Control Office – exportcontrol@emory.edu.**

- 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

Please complete this form as fully as possible. Questions should be directed to exportcontrol@emory.edu

REQUESTOR'S NAME:

First	Last

Request Date:

Department:

Requested on Behalf Of (if different than Requestor):

First	Last

Sponsored Project Code (if applicable):

[   ]

RECIPIENT NAME:

[   ]   [   ]

First   Last

[   ]

Company/Institution/Organization

Recipient Address:

[   ]

Street Address

[   ]

Address Line 2

[   ]   [   ]

City   State/ Province/ Region

[   ]   [   ]

Postal / Zip Code   Country

Has the consignee(s) been screened through Visual Compliance?
☐ YES   ☐ NO

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
- ☐ 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 ☐ UNKNOWN

> **If yes, have you received approval from EHSO to ship the items to the intended recipient?**
> ☐ YES ☐ NO

Does the shipment require an executed MTA prior to shipment?
☐ YES ☐ NO ☐ UNKNOWN

> **If yes, have you contacted Office of Technology Transfer (OTT) to begin the 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?

Is the recipient a member of a foreign government, military, intelligence agency, and/or police unit?
☐ YES ☐ NO ☐ UNKNOWN

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?

<div style="border:1px solid black; height:40px;"></div>

Please contact the Export Control Office (exportcontrol@emory.edu) with any questions or concerns.