**Request to Ship/Carry Equipment/Materials Out the U.S.**

***Excludes Personal Shipments***

Equipment and materials require an export control review to determine if an export license or other authorization is required. This form is used to help make those determinations. The request should be submitted as far in advance of shipping date as possible, as it can take on average 3 months to obtain a license, if required. Exports without the required license can result in fines, seizure of goods and delays.

**A. Contact Information**

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| --- |
| PI Name:       Department:       Email:       Phone:       |
| Technical Contact Name:       Email:       Phone:       |

**B. Method of Shipment**

|  |
| --- |
| HAND CARRYWill the traveler take the equipment/materials as hand carried or checked baggage? [ ]  Yes [ ]  NoIf another person is taking the equipment, indicate their name and affiliation:       If yes: Dates of travel:       Airline and city departing the US:      Will the items return to the U.S. with the researcher? [ ] Yes [ ] No |
| PHYSICAL SHIPMENTSPreferred shipment deadline:      Method of shipment (check one): [ ]  FEDEX [ ]  UPS [ ]  DHL [ ]  American CargoService [ ]  Stevens Global Other:      Will all the equipment/materials be returned to the U.S. within 1 year? [ ]  Yes [ ]  No If Yes, which specific items?       When?        |

**C. Destination Information**

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| --- |
| Name of Recipient:       Recipient Institution:       Physical Address *(PO Box is not acceptable)*:       Country:      Phone Number:       Email Address:       |
| What is the purpose of the shipment?[ ]  Research Collaboration [ ]  Return to Manufacturer for Repair [ ]  Equipment Loan[ ]  Material Transfer Agreement [ ]  Sale of Equipment [ ]  Other:      Will foreign national end users be trained on how to use the equipment/materials? [ ] Yes [ ] No Explain:     Will the end-user be involved in any of the following activities: chemical or biological weapons, nuclear, missile or weapons of mass destruction end uses? [ ] Yes [ ] No |

**D. Export Control Questions**

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| Are the items required for your professional activities (tools of the trade) & will remain under your effective control while abroad? [ ] Yes [ ] No Is the item toxic, hazardous, pathogenic, or an attenuated biological agent? [ ]  Yes (contact BFS Shipping) [ ] No Are any of the items designed or adapted for Military Application or ITAR controlled? [ ]  Yes [ ] No Are any of these items a Spacecraft System or associated equipment or specifically designed components? [ ]  Yes [ ] NoDo any of the items contain encrypted software or firmware? [ ]  Yes [ ] No |

**E. Equipment / Material to be Shipped or Hand Carried**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Common & Technical Name** | **UCSD Built\* or****1. Manufacturer** **2. Model #****3. URL or attach spec;**  | **General function & use** | **Export Classification (ECCN or ITAR and HS code), if known** | **# of Items**  | **Country of Origin** | **Weight in KG** | **Total US dollar value**  |
| **1** |  | [ ]  UCSD Built\***1.** **2.** **3.** |  |  |  |  |  |  |
| **2** |  | [ ]  UCSD Built\***1.** **2.** **3.** |  |  |  |  |  |  |
| **3** |  | [ ]  UCSD Built\***1.** **2.** **3.** |  |  |  |  |  |  |
| **4** |  | [ ]  UCSD Built\***1.** **2.** **3.** |  |  |  |  |  |  |
| **5** |  | [ ]  UCSD Built\***1.** **2.** **3.** |  |  |  |  |  |  |

**\*If UCSD built, please provide technical specifications.**

**Add rows as necessary or use the invoice template**

**F. Submit the Request** to export@ucsd.edu .