

When Extra Export Documentation is Required

Note: Processing the extra documentation may take up to several weeks.

Carnet

Purpose and use: A Carnet is an international document that simplifies customs procedures when temporarily exporting various types of goods to member countries. The document is recommended for sabbaticals, short-period joint research projects, and short-period individual research.

- **Note:** A Carnet does not replace a Validated Export License if one is required.

Requirements:

- Goods must return within 1 year of export date.
- A General List form must be carefully completed.
- Foreign countries must participate in the Carnet Program. For a list of participating countries:
 - Submit a request through [UC San Diego Services & Support](#)

Typically covered: Aircraft, agricultural machinery, clothing, computers, crockery, dental equipment display material, films, furniture, heating and lighting equipment, “hi-fi,” audiovisual, or photographic apparatus, jewelry and precious stones, lasers, leather goods, machine tools, motor vehicles and accessories, musical instruments and records, office equipment, paintings and other “objets d’art,” perfume, racehorses, sporting goods, suitcases, surgical equipment, theatrical costumes and sets, transformers and electric generators, and umbrellas are items typically covered by a Carnet. Also, high dollar value items that may draw a high tax or duty in the foreign country.

Typically NOT covered: Consumable goods (food and agriculture products), disposable and hazardous items, or postal traffic are examples of goods not covered by a Carnet.

Processing time: After you notify Shipping 1 week in advance of your Carnet request, it takes 1 to 2 weeks to process.

Certificate of Analysis

Purpose: A Certificate of Analysis is the analysis of an animal material specimen.

When required: This certificate is required anytime animal material, including but not limited to, excreta, blood and its components, tissue and tissue fluids is shipped.

Certificate of Registration

Purpose, use, and when required: Because UCSD is not a manufacturer of exported commodities and cannot produce a manufacturer’s certification when goods are returned to the United States, U.S. Customs requires registration of all equipment prior to export.

The Certificate of Registration also shows U.S. Customs that you had items such as watches, cameras, laptop computers, and tape recorders with you before leaving the United States and all items listed will be allowed duty-free entry.

4 originals of the form are needed:

- 2 copies for U.S. Customs
- 1 copy for UCSD Shipping
- 1 copy for UCSD's customs broker

Include the following information on the form:

- UCSD address
- Department name
- Shipping Memo number
- Name of UCSD's customs broker

Use the Certificate of Registration as a cover sheet for the items listed for export on the Shipping Memo and for all hand carried equipment. If you are shipping multiple packages, also complete an International Shipment Summary.

When not required: Registration is not required if goods will not return to the United States such as expendable personal effects, books, and papers.

Processing time:

- Small quantities of goods must be taken to U.S. Customs so arrangements can be made with UCSD's custom's broker to schedule an inspection.
- For large quantities of goods, an appointment with U.S. Customs is made for on-site examination. This requires a minimum of 3 days.

Note: Inspections by U.S. Customs may require complete unpacking and verification of all model/serial numbers listed on your itemized list of materials. If sensitive packaging is required, contact the Shipping Coordinator through [UC San Diego Services & Support](#) to coordinate an on-site inspection with U.S. Customs.

See a sample of the [Certificate of Registration](#) (PDF).

Container Packing Certificate or Vehicle Packing Declaration

Purpose, use, and when required: The Container Packing Certificate or Vehicle Packing Declaration is used to verify that all containers shipped by ocean are properly packaged.

Processing time: Shipping will process these forms when you bring your Shipping Memo to the Shipping Department. To ensure that this is the only documentation needed for your shipment, contact the Shipping Coordinator through [UC San Diego Services & Support](#)

See a sample of the [Container Packing Certificate or Vehicle Packing Declaration](#) (PDF).

Hand carried items

Procedure: If you plan to hand carry an item to a foreign country, contact Shipping to:

- Verify that the country will allow the item.
- Obtain the required documentation.

If Shipping processes the paperwork:

- Complete a Shipping Memo
- Contact the Shipping Coordinator through [UC San Diego Services & Support](#), who will fill out all the additional forms and give your department the copies needed to register the item with U.S. Customs.

If your department processes the paperwork:

- Complete a Shipping Memo
- Complete a Shipper's Export Declaration form
- Complete a Certificate of Registration if equipment is exported
- Contact U.S. Customs prior to your departure date to register equipment or other technical goods
- Mail copies of all paper work to Shipping, Mail Code 0046.

Note: You must contact Shipping before the item is taken out of the United States so it can be insured by UCSD Risk Management.

North American Free Trade Agreement (NAFTA) Certificate of Origin

Purpose: Use the NAFTA Certificate of Origin to determine if goods exported into Canada, Mexico, and Puerto Rico receive reduced or eliminated duty as specified by the North American Free Trade Agreement.

When required: Shipments requiring a Shipper's Export Declaration also require the NAFTA Certificate of Origin.

Processing time: Bring your Shipping Memo to the Shipping Department and the Shipping Coordinator will complete the form for you. To ensure that this is the only documentation needed for your shipment, contact the Shipping Coordinator through [UC San Diego Services & Support](#).

See a sample of the [North American Free Trade Agreement Certificate of Origin](#) (PDF).

Shipper's Declaration of Dangerous Goods and Shipper's Declaration for Hazardous Ocean Shipments - Hazardous Declaration (IMDG)

Warning: An IATA-certified official must complete these documents. Failure to comply with IATA and federal transportation regulations can result in civil penalties of \$27,500 per occurrence, \$250 per mistake on these documents, and criminal penalties can include five years imprisonment.

A Shipping Department certified employee must process all hazardous material.

Purpose: These forms compile official U.S. export statistics, help enforce U.S. export control laws, and give vital information on the dangerous goods shipped. The forms accompany the shipment so all parties handling the goods are aware of the contents and handle the goods appropriately.

When required: A Shipper's Declaration of Dangerous Goods form is required when you ship items deemed hazardous by the definitions in CFR Domestic 49 Title and in the IATA International DG Regulations. These references determine the acceptable quantity, acceptable mode of shipment, and the documentation required such as UN numbers, labels, packaging, and certification papers. Hazardous ocean shipments require Shipper's Declaration for Hazardous Ocean Shipments - Hazardous Declaration (IMDG).

Processing time: Prior notice of shipments containing hazardous material is required. It takes a minimum of one to two days to process hazardous material forms and additional time to book the shipment. Contact the Shipping Coordinator through [UC San Diego Services & Support](#).

See a sample of the [Shipper's Declaration of Dangerous Goods](#) (PDF).

Shipper's Export Declaration (Commerce form 7525-V)

Purpose: The purpose of the Shipper's Export Declaration is to compile official U.S. Export Statistics and for export control purposes.

When required: This document is required for all shipments sent to foreign countries regardless of the method of transportation.

Exemptions: The document is not required for shipments consisting of personal effects of persons leaving the United States such as luggage and tools of their trade provided the:

- Goods include only articles owned by the person.
- Person is in possession of the goods at the time of departure.
- Goods will not be sold
- Tools of the trade will not move as cargo under a bill of lading.

Processing time: Bring your Shipping Memo to the Shipping Department and the Shipping Coordinator will complete the form for you. To ensure that this is the only documentation needed for your shipment and to determine if the country you are shipping to is allowable, contact the Shipping Coordinator through [UC San Diego Services & Support](#).

Shipper's Letter of Instructions: When shipping through a freight forwarder/ customs broker, a Shipper's Letter of Instruction is required. When you fill out this form, the information is transposed onto the Shipper's Export Document. The Shipping Coordinator will advise you on what form to use.

Note: This form must have correct information. The consequences for stating incorrect information on the Shippers Export Declaration form are severe and may result in a fine up to \$10,000 and/ or imprisonment. The Shipping Coordinator can provide detailed information about the law.

See a sample of the [Shipper's Export Declaration \(Commerce form 7525-V\)](#) (PDF).

U.S. Certificate of Origin

Purpose: The purpose of the Certificate of Origin is to authenticate the country of origin of certain shipped commodities.

When required: A Shipper's Export Declaration is required to export a commodity. The Certificate of Origin may also be required based on the:

- Commodity and its origin
- Destination
- Established treaty arrangements
- Varying duty rates

Some nations restrict imports from certain countries and limit the quantity of exported goods. Since the forms and rules vary, contact the Shipping Coordinator for advice.

Processing time: Shipping will process both of these forms when you bring your Shipping Memo to the Shipping Department. To ensure that this is the only documentation needed for your shipment, contact the Shipping Coordinator through [UC San Diego Services & Support](#).

See a sample of the [U.S. Certificate of Origin](#) (PDF).

Validated Export License

Purpose and use: Export controls by the U.S. Department of Commerce under the Export Administration Act are used to:

- Protect the domestic economy from excessive drain of scarce materials.
- Reduce the serious inflationary impact of foreign demand.
- Significantly further the foreign policy of the United States and to fulfill its international responsibilities.
- Exercise vigilance over exports and their significance to the national security of the United States.

When required: Shipments on the commodity control list and requiring a Validated Export License include technical equipment, computers, peripherals, research instruments, and related items. A validated license may be required on these items if the export is permanent or exported for more than 1 year.

Processing time: The processing time for a license application and supporting documents depends on where the exported material is going.

Applications for countries listed on the U.S. Department of Commerce's [Entities List](#) require review by more agencies and a longer processing time.

If your shipment falls in this category, please allow sufficient time to process your application and contact the Shipping Coordinator through [UC San Diego Services & Support](#) in advance. Delays of 3 to 3 months are not uncommon for obtaining licenses for countries on the Entity List.