**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**

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| HAND CARRY  Will the traveler take the equipment/materials as hand carried or checked baggage?  Yes  No  If 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 SHIPMENTS  Preferred 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 No  Do 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](mailto:export@ucsd.edu) .