

Northwestern

Temporary (TMP) Export License Exception Certification

License Exception TMP ([15 CFR §740.9](#)) under the Export Administration Regulations (EAR) authorizes Northwestern **U.S. Persons** to export, reexport, and transfer (in-country) University-owned commodities and software (“tools of trade”) for temporary use abroad. Tools of the trade are those items (e.g., instruments, equipment, software, technology, etc.) needed for use with the individual’s occupation/employment. The use of this exception is subject to certain conditions:

- (1) The TMP exception may not be used for Cuba, Iran, North Korea, Syria, and the Crimea Region of Ukraine.
- (2) Items must remain in the Northwestern travelers’ “effective control,” defined as retaining physical possession of the item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility while abroad. Tools of trade may accompany the Northwestern traveler or may be shipped unaccompanied within one month before departure from the U.S. or at any time after departure.
- (3) Software and technology used as a tool of the trade may be used overseas solely by the Northwestern traveler, provided adequate security precautions are taken to protect against unauthorized access. Examples of adequate security precautions include encryption of technology; using Virtual Private Network (VPN) connections (where allowable); using passwords on all electronic devices; and using personal firewalls.
- (4) Northwestern travelers leaving the U.S. temporarily (i.e., traveling) must bring back all items exported and reexported under this TMP exception within twelve (12) months of the departure date.

This exception does not apply to anything controlled under the International Traffic in Arms Regulations (ITAR) or any EAR satellite or space-related equipment, components, or software, or to any technology associated with high-level encryption products. This exception does not apply to substances or materials. Contact the [ECIC team](#) for an export control review and licensing determination for anything not covered in this TMP form.

Detailed Description of Technology or Software to which this Certification applies:

By my signature below, I certify that:

- I will ship or hand-carry the items as outlined above to **[insert country(s)]** as a “tool of trade” to conduct Northwestern University business only;
- I will return the items to the U.S. on **[insert return date]**, which is no later than 12 months from leaving the U.S.;
- I will keep the items noted above under my “effective control” while abroad;
- I will take the security precautions outlined above to protect against unauthorized release; and
- I will not ship or hand-carry the items noted above or travel to Cuba, Iran, North Korea, Syria, and the Crimea Region of Ukraine without consulting with the Northwestern Export Controls and International Compliance team in advance as a license may be required.

Signatory: **[Name of Northwestern Traveler]**

Please retain a physical and digital copy for your travels, and email a completed copy to:
exportcontrols@northwestern.edu