

Guidance:

International Travel Packing List – Export Controls

Have you packed for your summer travel yet? Don't forget your Export Controls checklist!

- ❑ **Request Restricted Party Screenings:** If you plan to conduct any work or meet with anyone in your Northwestern capacity, we can conduct [Restricted Party Screenings](#) on any potential international partners (individuals, universities, companies) to ensure they are not a barred or denied party.
- ❑ **Complete the international travel exemption form prior to your travel:** The [Temporary \(TMP\) license exception](#) can be used when hand-carrying any items abroad for **University business**. Relevant items include, but are not limited to, laptops and other electronic devices (smartphones, tablets, etc.), equipment, software, technology, substances, materials, etc. Note some items may need an export control license rather than the TMP exemption. More information can be [found here](#).
- ❑ **Improper Foreign Interference:** To assist employees in navigating international partnerships and avoiding inadvertent issues, the Office for Research maintains a [webpage](#) with guidance on Improper Foreign Interference. Accepting money from international sources is one of the criteria used by the federal government in evaluating research security risks and may impact future funding opportunities. We recommend you review this guidance which is also attached.
- ❑ **Review Foreign Talent Recruitment Program and a Malign Talent Recruitment Program Guidance:** Definitions can be found on the [Office of Research Security website](#). If you are receiving compensation (of any kind – monetary or non-monetary including honorariums) from a designated country of concern (China, Iran, North Korea, or Russia) review this [website resource](#) and reach out to the [Export Controls & International Compliance \(ECIC\)](#) team.
- ❑ **Device security:** We highly recommend taking “[clean laptop](#).” A clean laptop does not include proprietary or sensitive information, including unpublished information that might be subject to confidentiality restrictions. Your IT department should be able to assist you with a clean loaner laptop. If not, you can contact NUIT. The University does not require that you take a burner phone, but it's a great idea and best travel practice. Here are some IT security tips: <https://www.it.northwestern.edu/security/protect-information/secure-travel.html>
- ❑ **International Travel guidance:** Review the [international travel guidance](#) on our website.

Who can you contact with questions? Contact the Export Controls & International Compliance team!
exportcontrols@northwestern.edu