

Temporary (TMP) Export License Exception Certification

Traveler:	
Destination(s):	
Travel dates:	

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 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 individual’s “**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 individual above 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 trade may be used overseas solely by the individual listed above provided adequate security precautions are taken to protect against unauthorized access. Examples of adequate security precautions include: encryption of technology; the use of Virtual Private Network (VPN) connections when accessing email and other business activities; use of passwords on all electronic devices; and, the use of personal firewalls.
- (4) Individuals 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).

Description of Items, Technology or Software to which this Certification applies	
1	
2	
3	
<i>By my signature below, I certify that:</i>	
1	<i>I will ship or hand-carry the items as outlined above as a “tool of trade” to conduct university business only;</i>
2	<i>I will return the items to the U.S. on the date above, which is no later than 12 months from leaving the U.S.;</i>
3	<i>I will keep the items noted above under my “effective control” while abroad;</i>
5	<i>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 export control in advance. (A license may be required.)</i>
Signed by Traveler:	Date:

Please send this form to Export Control & International Compliance for review and approval to amy.weber@northwestern.edu. A fully signed copy will be returned to you to keep with you as you travel abroad.