MEMORANDUM

To: Faculty and Staff
From: Karen Royal, Director of Compliance
Date: June 22, 2017
Subject: Export Controls Compliance Program—Phase Implementation

Phase 5 – International Visitors and Visiting Scholars

Summary: All Texas A&M University—Kingsville (TAMUK) employees intending to invite or host international visitors have the responsibility to adhere to TAMUK’s Export Control procedures. In advance of the proposed visit, the International Visitor Request Form must be completed and submitted to the host’s department/college assigned delegate.

Detail: As previously indicated, implementation of the TAMUK Export Controls Compliance Program will be completed in phases. Phase 5, International Visitors and Visiting Scholars, is outlined in Section 6.0 of the TAMUK Export Controls Compliance Program Manual.

International visitors have been delineated into two categories: exempt and non–exempt. Qualifications for these statuses are fully outlined in section 6.1 of the TAMUK Export Controls Compliance Program Manual. The Export Control Decision Making Tree for International Visitors has been attached for your convenience, but it can also be found on our Export Controls webpage under “Forms and Resources” – the link is provided below.

Exempt Visitors—Generally, exempt international visitors are those who visit TAMUK to meet with colleagues to discuss a possible collaboration opportunity, tour labs that are not restricted per se, or participate in general academic or scientific meetings, presentations, or interviews. In advance of the proposed visit, the host employee must complete the International Visitor Request Form. Completed forms must be submitted to the host’s department/college assigned delegate for Restricted Party Screening (RSP) and review.

Non-Exempt Visitors—International visitors who are non–exempt are generally those who will be involved in a research project or collaboration and have access to facilities to observe or conduct research. Non-exempt visitors may be issued identification cards and keys to offices or may be given access to computing systems. Non-exempt visitors also include those who may be paid an honorarium, reimbursed for expenses, or provided something of value. A completed International Visitor Request Form is required to be submitted by the host prior to the anticipated visit. This form must be submitted to host’s department/college assigned delegate for Restricted Party Screening (RSP) and review. To address concerns expressed by departments associated with other risks such as intellectual property, a completed Visiting Scholar Acknowledgment form must be submitted to Office of Compliance and the Office of International Student & Scholar Services upon approval of the non–exempt international visitor.

References:
- Export Controls Compliance Program Manual
- List of Export Control Delegates
- Forms and Resources
  [http://www.tamuk.edu/compliance/export-controls.html#formsandresources](http://www.tamuk.edu/compliance/export-controls.html#formsandresources)

For further Export Controls assistance, please direct questions to the Office of Compliance at ExportControls@tamuk.edu.

Thank you,

Karen B. Royal, J.D., CCEP
Director of Compliance
Texas A&M University-Kingsville
Export Control Decision Making Tree for International Visitors

**Purpose of Invitation**

**NO**
- Will the visitor have any involvement on a research project of collaboration, or have access to labs and research facilities to observe or conduct research?

**YES**
- Will the visitor be issued TAMUK ID card, keys to offices or labs, or given access to TAMUK computing systems in any way or manner?

**NO**
- Will the visitor receive payment of honorarium, reimbursement of expenses, or given something of value? If yes, Restricted Party Screening results must be submitted prior to payment.

**NO**
- Will the visitor meet with colleagues to discuss a research project or collaboration in which he/she is not actively working where there is no exchange of controlled information or technology?

**NO**
- Will the visitor tour labs or research facilities that are not otherwise controlled?

**NO**
- Will the visitor participate in general academic or scientific meetings, or give lectures, presentations, or seminars? *

**Non-Exempt**

The host must complete the International Visitor Request Form and submit to their Visual Compliance/Export Control delegate. A Restricted Party Screening (RPS) is required prior to visit.

All Non-Exempt visitors must complete the Visiting Scholar Acknowledgment form.

**Exempt**

The host must complete the International Visitor Request Form and submit to their Visual Compliance/Export Control delegate. Restricted Party Screening (RPS) is required prior to visit.

For Export Control questions please contact: ExportControls@tamuk.edu

TAMUK employees who invite international visitors will assume fiduciary responsibility.

Forms can be located on our Export Controls website under the Forms and Resources section. Please submit all forms to your Export Control Delegate.