Traveling with Laptops

Below are recommended protocols when preparing to travel internationally with laptops.

- Avoid taking laptops if possible.
- Backup any data, and leave a safe copy of any DATA files at office prior to departure.
- If taking a laptop is required then password-protect, encrypt or remove all student, personal, and proprietary information stored on your laptop.
- Make sure the system patches and antivirus is updated and the laptop FIREWALL is turned on.
- Utilize the TAMUK Virtual Private Network (VPN) connection at all times while in a foreign country by going to [https://jport.tamuk.edu](https://jport.tamuk.edu).
- Hand carry your completed Export Control forms.
- If items or information are stolen while traveling abroad, travelers shall promptly contact the Office of Compliance (361- 593-4758; ExportControls@tamuk.edu).

While traveling, carrying laptops could fall under the temporary license exclusion known as the “tools of the trade” exclusion. EAR makes an exception to licensing requirements for the temporary export or re-export of certain items, technology, or software for professional use as long as the criteria below are met. The exception does not apply to any EAR satellite or space-related equipment, components, or software, or to any technology associated with high-level encryption products. In addition, this exception does not apply to items, technology, data, or software regulated by the ITAR. Note that this license exception is not available for equipment, components, or software designed for use in/by/with most satellites or spacecraft. “Effective control” means retaining physical possession of an item or maintaining it in a secure environment.

Temporary exports under the “tools of the trade” license exception apply when the laptop, PDA, cell phone, data storage devices, and encrypted software are:

- hand-carried with the individual while traveling;
- carried in the luggage or baggage that travels with the individual; or
- shipped no more than thirty days prior to the individual’s departure or may be shipped to the individual at any time while the individual is outside the country.

Generally, no government export license is required so long as an individual:

- retains his or her laptop computer, PDA, cell phone, data storage devices, and encrypted software under their personal custody and effective control for the duration of travel;
- does not intend to keep these items in these countries for longer than 1 year; and
- is not traveling to an embargoed country.

TAMUK employees are ultimately individually responsible for ensuring compliance with U.S. export controls regulations, as well as System policies and regulations, and must conduct their affairs in accordance. All employees are also required to complete “Export Controls and Embargo training” at least once every two years. This training (course number 2111212) can be completed via TrainTraq, which is accessible by logging into SSO.