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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**

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**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*  
[http://www.tamuk.edu/compliance/TAMUK-Export\\_Controls\\_Manual.pdf](http://www.tamuk.edu/compliance/TAMUK-Export_Controls_Manual.pdf)
- *List of Export Control Delegates*  
[http://www.tamuk.edu/compliance/Visual\\_Compliance\\_Delegate\\_List.pdf](http://www.tamuk.edu/compliance/Visual_Compliance_Delegate_List.pdf)
- *Forms and Resources*  
<http://www.tamuk.edu/compliance/export-controls.html#formsandresources>

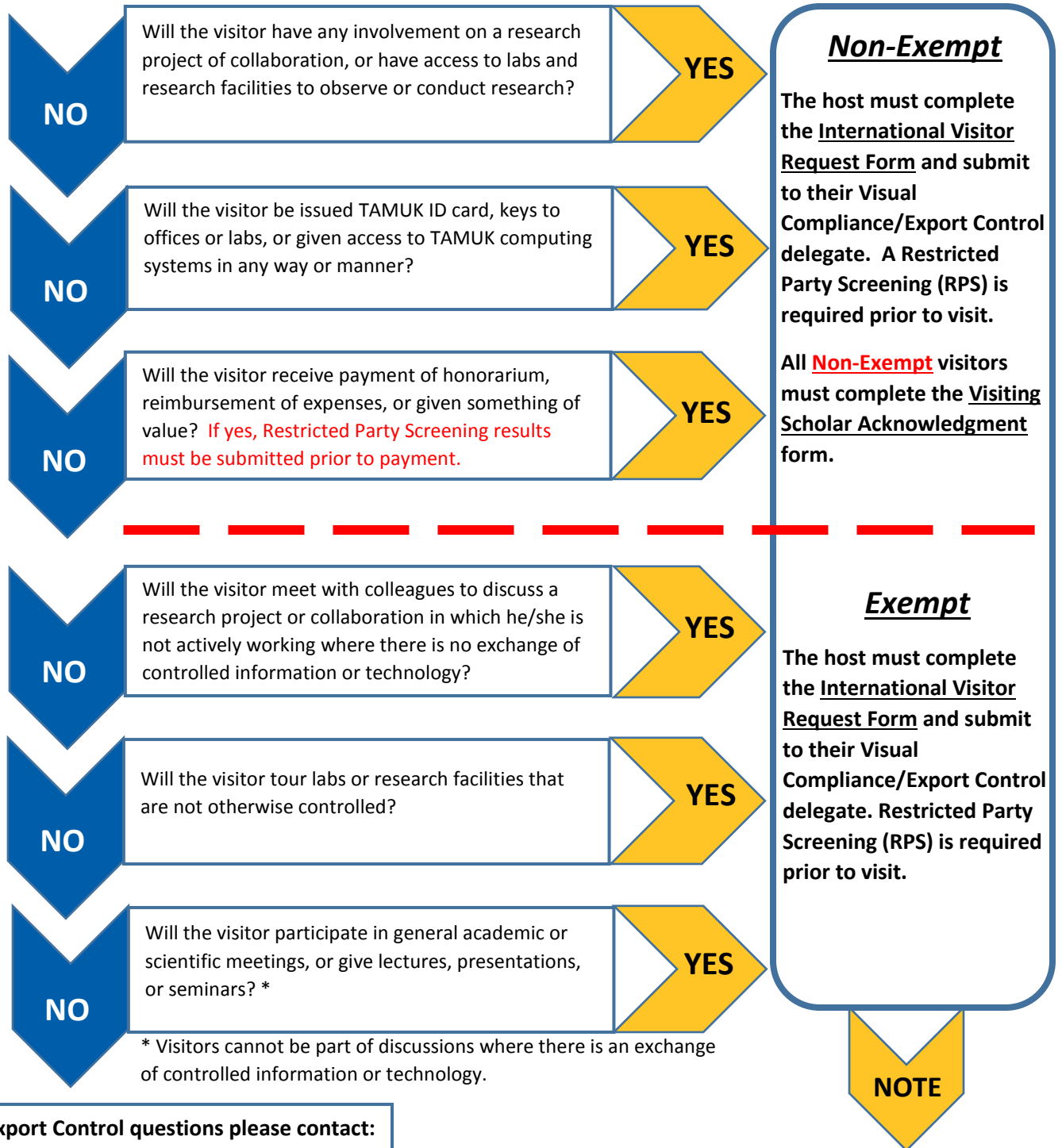
For further Export Controls assistance, please direct questions to the Office of Compliance at [ExportControls@tamuk.edu](mailto:ExportControls@tamuk.edu).

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



For Export Control questions please contact:  
[ExportControls@tamuk.edu](mailto: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](#).