TRAVELING WITH A LAPTOP COMPUTER OR ELECTRONIC DEVICES

Faculty, staff, and students often travel with a laptop computer, PDA, flash drive or other electronic devices. It is important to note, that these electronic devices, their underlying software, and the technical data stored in them may be subject to the Export Administration Regulations (EAR) or the International Traffic in Arms Regulations (ITAR). Export control regulations apply when individuals:

- Take electronic devices abroad
- Allow a person in a foreign country to use their laptops
- Allow a foreign national access to technical data stored on their electronic device

Export control regulations vary based on the country to which you will be traveling and how you will be using the laptop computer or electronic device. A license exception may be available, allowing you to take certain equipment abroad without violating the EAR or ITAR. Note: Individuals can be held personally liable for exporting items, technical data, or software without a license or license exception.

In order to determine whether your laptop computer or electronic device is eligible for an export license exception, complete the Public Domain and Temporary Export license exception checklists below. If upon completing these checklists you determine that your export is not eligible for a license exception, please contact Sara Conrad or Maria Moreno at 402.472.6929 or exportcontrol@unl.edu.

Public Domain Exclusion Checklist

1. Does your laptop computer or electronic device contain software source code that utilizes "strong encryption" (greater than 64-bits)?	☐Yes ☐No

a) If yes, is the encryption *only* utilized for:
     - Information security
     - Basic computer and operating system functions
     - Protecting intellectual property or copyrighted materials
	☐Yes ☐No

b) The cryptographic capability of the device or software you are traveling with cannot be changed by the user	☐Yes ☐No
2. Is there any reason to believe that the computer, electronic device, or software you are traveling with can be used for a military purpose or for the development of weapons?	☐Yes ☐No

3. Will you taking source code for software or the schematics of technology that is *not* already published via one or more of the following:
    - Books, print, electronic or other media available for general distribution to any member of the public
    - Libraries open to the public, unrestricted subscriptions, news-stands or bookstores
    - Published patents
    - Conferences, meetings, seminars or tradeshows in the U.S. that are generally accessible to the public
    - Websites available to the public free of charge or at a minimal fee
	☐Yes ☐No

If you responded 'yes' to any of the questions[1] in the Public Domain Checklist, please forward your checklist to exportcontrol@unl.edu for review and approval at least 30 days prior to trip commencement. The Research Compliance Services (RCS) staff may contact you to get additional information to complete the export review process.

If you responded 'no' to all of the questions, please sign the bottom of the checklist and maintain a copy for your records.

I hereby certify that I have read and understand the information provided regarding compliance with export laws and regulations. I understand that I could be personally liable if I unlawfully export or disclose export controlled information or technology to foreign nationals without prior approval. I have provided complete information in responding to the questions listed above

_____
       Traveler Name   Signature   Date

---

[1] If you answer 'yes' to questions 1.a and 1.b, you will not need to submit the Public Domain Checklist to the RCS staff. However, if you answer 'no' to *either* part a or b of Question 1, you will need to submit the checklist.

Temporary Export Exception Checklist

1. Will you be the only individual utilizing the item(s) being taken outside of the United States?	☐Yes ☐No
If yes, are you a U.S. citizen or green card holder?	☐Yes ☐No
2. Will the item or software be shipped or hand-carried abroad?	☐Yes ☐No
3. Will the item or software be in your physical possession or in a secure environment (such as a hotel safe) at all times? Note: if the item or software will be exported for the purpose of repair, testing, inspection, or calibration, do not respond and skip to question 4.	☐Yes ☐No
4. Will the item or software be returned to the U.S. within 12 months?	☐Yes ☐No
5. Will the item or software be taken to any country *other than* Cuba, Iran, Syria, North Korea, or Sudan?	☐Yes ☐No

6. Will the item or software be used only:
 	
     - as a tool of trade to conduct university business; or
     - for exhibition or demonstration
	☐Yes ☐No

7. Is the encryption code incorporated in the item or in the software limited to that available through retail purchase (through the mail, internet, or at a store)? Note: if encryption code is inapplicable to your item or software, please skip this question	☐Yes ☐No

8. The items, equipment, or software you are exporting:
 	
     - Does not contain proprietary or export controlled technical data
     - Is not designed for use in satellites or spacecraft; and
     - Is not a defense article
	☐Yes ☐No

If you responded 'yes' to *all* of the questions in this Checklist, you are eligible for the Temporary Export Exception. Please sign the bottom of the checklist and maintain a copy for your records.

If you responded 'no' to any of the questions in the Temporary Export Exception Checklist, please email your checklist and the Export License Exception Certification (below) exportcontrol@unl.edu for review and approval at least 30 days prior to trip commencement. The Research Compliance Services (RCS) staff may contact you to get additional information to complete the export review process.

EXPORT LICENSE EXCEPTION CERTIFICATION

FOR EAR-CONTROLLED ITEMS, TECHNOLOGY, AND SOFTWARE

To: Sara Conrad/Maria Moreno
Research Compliance Services, 209 Alex West

From: [Insert name and campus address]

Date: [Insert date]

Re: Export License Exception for Temporary Exports

The export of technology, software, and items (including laptop computers, PDAs, and digital storage devices) is generally subject to export control regulations. The Department of Commerce's Export Administration Regulations (EAR) makes an exception to licensing requirements for the temporary export of certain controlled items, technology, or software for professional use as long as the criteria to which you are certifying below are met.

<u>Please provide a detailed description of items, technology, or software to which this certification applies:</u>

[Insert description here, including quantities of items being exported]

By my signature below, I certify that:

1. I will ship or hand-carry the items, technology, or software abroad as a tool of trade to conduct UNL business only.
2. I will **return** the items, technology, or software to the U.S. no later than 12 months from the date of leaving the U.S. unless the items have been consumed or destroyed abroad during this 12 month period.
3. I will keep the items, technology, or software under my effective control while abroad. I will retain physical possession of the items or I will place them in a secure location such as a hotel safe or a bonded warehouse.
4. I will take security precautions to protect against unauthorized release of the technology or software while it is being shipped, transmitted, and used abroad. I will:
    a. Use secure connections when accessing email and/or transmitting information;
    b. Use password systems on electronic devices that store technology; and
    c. Use personal firewalls on electronic devices that store my information
5. I will not export any satellite or space related equipment, components, or software or any technology associated with high-level encryption items
6. I will not export any items, technology, data, or software regulated by the Department of State's International Traffic in Arms Regulations (ITAR) under this license exception
7. I will not ship or hand carry items, technology, or software to Iran, Syria, Cuba, North Korea or Sudan nor will I share such items or information with a foreign national from these countries while traveling outside the United States without obtaining a proper license.

_____
      Traveler Name   Signature   Date