

GUIDELINES FOR EXPORTING ITEMS

(Shipping items out of the U.S.)

Export Control Office
exportcontrol@grad.wisc.edu
261-1128, 262-8659

What Are You Shipping?

- **Export Licenses** – Does the item require an export license before shipping?
 - For example, military/spaceflight equipment, select agents, high-powered computer equipment, some electronics and some lasers require licenses.
 - Do you have a copy of that license?
 - Are the license # and export control statement on the shipping paperwork?
- **Shipping Paperwork** – See export control shipping instructions at:
 - <https://kb.wisc.edu/gsadminkb/page.php?id=35043>
- Hand-carrying in your luggage is the same as shipping an item in a box



To Whom Are you Shipping It?

- **Restricted Parties** – Is the person/organization on a U.S. gov't restricted party list?
 - Contact the Export Control Office for assistance
- **Distributors** – Is the consignee a distributor?
 - Distributors are likely not the end-user
 - Check w/ person shipping the item.



Where Are You Shipping It?

- **E:1 Countries**
 - Iran, North Korea, Sudan, Syria
 - Shipments to these countries may be very restricted.
 - Some shipments are not allowed; some require export licenses.
- **OFAC Embargoed / ITAR Prohibited Countries**
 - Afghanistan, Belarus, Burma, Burundi, Central African Republic, China, Congo, Cuba, Cyprus, Eritrea, Haiti, Iraq, Lebanon, Libya, Somalia, South Sudan-related, Ukraine/Russia-related, Venezuela, Yemen, Zimbabwe
- **Always check w/ the Export Control Office before shipping to any of these countries.**
- **Transships** (via countries)
 - Always account for countries through which a shipment may pass to its final destination.
 - For example, the item is being shipped through Belarus to get to Russia.
 - United Arab Emirates or Turkey may not be the final destination.



Shipping Assessments

- **Plan Ahead** – Shipping assessments to determine if a license is needed can take from hours to weeks.
- **NEVER** ship an item before you receive its license.
- **Non-Compliances** can result in fines and jail time.

