Export Control Review of International Shipments

When shipping any tangible items on behalf of ISU to any location outside the U.S., ISU must ensure compliance with the international shipping requirements set out by the Departments of State, Commerce, Treasury, Customs and Border Protection (CBP) and the Census Bureau. These regulations require in most cases that all permanent export and temporary export/import shipping information is filed electronically with the Census Bureau using the Automated Export System (AES) and hardcopies of export licenses (if applicable) are properly lodged with CBP.

Any shipment sent outside the U.S. is an export and requires an ISU export review and/or authorization depending on the U.S. controls. Shipping or hand-carrying items like laptops, GPS, certain instruments, samples, prototypes, or equipment to another country is also an export. Although not all items will require a license to export, an export review and determination is required prior to shipping or taking items outside the U.S.

Due to the complex processing of international shipments, contact ISU’s Office of Research Integrity ORI at export@iastate.edu prior to engaging in any type of international shipping of items, software, technology, or technical data related to ISU activities. Applying proper determination of licensing requirements is essential to ensure all items either have a license authorization from the appropriate U.S. Government Office, an export exclusion/exception, or are otherwise not subject to export control regulations. ORI can typically conduct an export control review within two or three business days. Shipments requiring an export control license will take additional time to prepare a license application and for the appropriate federal agency to review the application. The time required for an export license determination is dependent on the specific details of the shipment, as well as the current operational status of the specific federal agency that would issue the license.

ISU is committed to handling shipments controlled under the Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR) in strict compliance with the export regulations. Failure to comply with the regulations can result in severe fines and other penalties.

Please note: shipments to Iran require additional information. While Postal & Parcel notifies ORI prior to shipment of every Iranian-bound package, department administrators can facilitate the shipping process by preemptively providing information about the recipient. Please email supporting documentation (i.e. a resume or curriculum vitae), along with the full name, address, and contents of the shipment to export@iastate.edu and ORI will forward a notification of its determination to Postal & Parcel.

Procedures for Export Control Review of International Shipments

ISU strongly recommends implementing Material Transfer Agreements for the transfer of biological and non-biological materials (Request an MTA here). An export control review will be conducted by the ORI in the course of the MTA process. You do not need to send additional information to ORI if you obtain an MTA.

If for some reason an MTA is not utilized to ship biological materials, send the following information to export@iastate.edu for ORI review:

- What will be transferred or shipped to the international destination, e.g., e. coli O157:H7?
- Who will be receiving or using the exported items or information, e.g., Dr. Christopher Anthony?
- Where is the item/information going, e.g., Fudan University, 220 Handan Rd, Yangpu, Shanghai, China?
- Why is the item/information being exported, i.e., what will they be used for at the foreign location?)
- How long will the items be out of the United States? Note: All exports of information are treated as permanent exports.