

## Request for Certification to Travel with TTUHSCEP Issued Laptop

This form is used when researchers travel internationally for research or University-related activities that involve hand carrying electronic equipment such as laptops, PDAs, tablets, etc. Most computers are allowed to be temporarily exported in this manner under the TMP license exception provision of the Export Administration Regulations. Filing this request will provide sufficient information for the Compliance Office to issue a letter to travel with in case questions arise about the origin, content, or value of the devices. Complete the information below and submit to your department administrator or call 915-215-4155 with any questions.

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### Section A – General Information

**PI Name:**

**Department:**

**Contact Information (office address, phone, and email):**

**Describe the type of computer or electronic equipment and how it will be used during travel:**

**Estimated net market value of items in U.S. Dollars: \$**

I am requesting an annual certification letter for travel with my TTUHSC-issued laptop.

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### Section B – Assurance Statement

I understand and verify the following statements to be true:

- The TMP exception is for travel with my own computer or electronic equipment with the intent that the items will be under my control while out of the U.S. and the equipment will return with me to the U.S.
- I do not have any controlled information or technical data on any of the devices.
- The item to be shipped will be used to carry out research or support teaching activities in other than an embargoed, sanctioned, or prohibited country;
- The shipments of any **other** physical items or chemical or biological materials will conform to all applicable laws governing their handling and may require additional documentation and/or a license to export;
- The Research Compliance Officer will be notified of the intended end-user(s) and end-use organizations(s) **in advance** of travel to any Country Group D or E in order to conduct an end-user screen for specific persons or entities subject to export prohibitions.

### Section C – For Compliance Office Use:

Approved by Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Other Action: