

Export License Exemption Certification Form

Frequently Asked Questions

The Export License Exemption Certification Form is required to be completed when traveling to a foreign country on behalf of the University or with University equipment to be in compliance with the International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR). This FAQ covers the most common questions that arise when completing the Certification form. If you have any additional questions or concerns, please contact the UAA Office of Research and Graduate Studies (ORGS) at 907-786-1196 or andrea@uaa.alaska.edu

PWSC employees can find this form on the PWSC website in the Forms and Publications section under Travel or contact the PWSC Office of Administrative Services with questions.

Who completes the Certification form?

Individuals who are traveling to a foreign country and fit one or more of the items listed below:

- Traveling on behalf of the University
- Traveling to do research for the University or in association with a grant housed within the University
- Traveling on University funds
- Traveling with University equipment
- Traveling with the intent to access University employee email while abroad

These items apply to students, staff, faculty, and anyone else who meet one or more of the above listed items.

When to complete the Certification form

The Certification form should be completed and approved prior to travel. ORGS requires at least two weeks of processing time to review and approve forms. We understand that some travel may arise within two weeks of travel. If you have a special circumstance where you require expedited processing, please discuss this with the ORGS staff.

TMP and BAG sections

If you are completing the Certification form, both the TMP and BAG portions must be completed.

The TMP portion of the form is for University owned items, while the BAG portion of the form is for personal items. These items included electronics such as, but not limited to, computers, tablets, phones, and cameras and their lists of applicable software. If you do not have any University owned items to declare on the TMP form or any personal items to declare on the BAG form, you will still need to complete both forms and list “none” in the description section.

What needs to be included

Equipment – All electronics should be listed in the correct section of the form. These items include, but are not limited to, computers, tablets, phones, GPS devices, and cameras.

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Software lists - You only need to list software that has encryptions that are not readily available commercially. If you have standard software and applications on your devices, or software that is easily purchased in the commercial marketplace, they do not need to be listed.

Multiple trips

If you know you will be taking multiple trips during the fiscal year (July 1 – June 30) you may complete a blanket Certification form. Using the Certification form, list “varies” in your travel dates, and list the countries you know you will be traveling to and the electronics you will be carrying. Since this is a blanket form, it is best to include all the electronics you may carry with you. If you need to add equipment to the form after the form is approved, please submit an amended form (information below).

At the end of the fiscal year, you will need to submit a trip list to be included with your blanket Certification form. Please email your comprehensive trip list, including information such as travel dates and destinations, to andrea@uaa.alaska.edu.

Blanket Certification forms only cover the current fiscal year and will need to be submitted for each new fiscal year.

Where to submit the form

Please submit your completed and signed form via email to andrea@uaa.alaska.edu to be reviewed and approved by the Vice Provost for Research and Graduate Studies.

Approved Certification forms

Once reviewed and approved, your Certification form will be returned to you. You will need to carry a paper copy of the approved form with you when you travel, per federal regulations.

Certification form amendments

After your Certification form has been approved, if you realize you need to update or correct your information, please submit an amended Certification form. To do this, simply write “Revised” at the top of the approved copy of your Certification form, and add your revisions to the correct sections of the form. Resubmit your revised Certification form for review and approval along with a brief note explaining the reason for the amendments.

Please note this should be done prior to travel, and an approved copy of the amended Certification form should be carried with you during your trip.

If you have any questions about any of these items, please contact the ORGS staff at 907-786-1196.