



MEMORANDUM

To: Faculty and Staff

From: Karen Royal, Director of Compliance

Date: June 22, 2017

Subject: Export Controls Compliance Program—Phase Implementation
Phase 5- International Visitors and Visiting Scholars

Summary: All Texas A&M University—Kingsville (TAMUK) employees intending to invite or host international visitors have the responsibility to adhere to TAMUK’s Export Control procedures. In advance of the proposed visit, the International Visitor Request Form must be completed and submitted to the host’s department/college assigned delegate.

Detail: As previously indicated, implementation of the TAMUK Export Controls Compliance Program will be completed in phases. Phase 5, International Visitors and Visiting Scholars, is outlined in Section 6.0 of the TAMUK Export Controls Compliance Program Manual.

International visitors have been delineated into two categories: exempt and non-exempt. Qualifications for these statuses are fully outlined in section 6.1 of the TAMUK Export Controls Compliance Program Manual. The Export Control Decision Making Tree for International Visitors has been attached for your convenience, but it can also be found on our Export Controls webpage under “Forms and Resources” – the link is provided below.

Exempt Visitors—Generally, exempt international visitors are those who visit TAMUK to meet with colleagues to discuss a possible collaboration opportunity, tour labs that are not restricted per se, or participate in general academic or scientific meetings, presentations, or interviews. In advance of the proposed visit, the host employee must complete the International Visitor Request Form. Completed forms must be submitted to the host’s department/college assigned delegate for Restricted Party Screening (RSP) and review.

Non-Exempt Visitors—International visitors who are non-exempt are generally those

Export Control Decision Making Tree for International Visitors