Your Attention Please!

Per the Office of Export Control (ECO), every envelope and package being sent to a destination outside of the United States, or to a foreign national **within or outside the US**, must be logged through the ECO.

BEFORE MAILING **ANYTHING** TO A NON-USA DESTINATION OR FOREIGN NATIONAL IN OR OUTSIDE OF THE US, please make a copy of the item's mailing/shipping label (regardless of which courier is used), and fill out the attached form. Scan and send the mailing label and completed form to: **exportcontrol@rpi.edu**

This form is also available on HASS Info (hassinfo.rpi.edu), under **Documents>Forms**; there is a writeable pdf version, if you have an electronic signature.

Administrative Assistants may not mail or send any item outside the US without this completed form. Sender must fill out the form, or provide admin with the relevant information, for **every item** being sent to a foreign destination, or to a foreign national within or outside the US.

PLEASE NOTE: The sender is accountable for the contents of all mailings to foreign addresses/foreign nationals, and is **personally** exposed for any compliance violation, including any student activity under his/her purview. **Be sure to verify the contents of all envelopes or packages prepared for you by any other person.**

All items being mailed/sent outside the US, or to a foreign national in or outside the US, must have an EAR CCL number or ITAR category on the ECO form.

For the following items, the CCL / ITAR designation is: NLR
- DS-2019 and associated paperwork
- VISA supporting documents
- Employment Offer letters
- Student application acceptance letters
- Student records, etc.
- Executed agreements, MOUs, NDAs, etc.
- Marketing materials
- Mass mailings
- Published and Public Domain materials

The form and mailing label must be submitted to ECO for NLR designated items.

For items **not** listed above, you must include on the form a description of what is being sent, and contact the Export Control Office for the CCL/ITAR designation. **Export-controlled items include, but are not limited to:**
- Data
- Drawings / Blueprints
- Software code
- Technical information
- Biological or genetically modified (GMO) material

Shipping export-controlled items to a foreign address or foreign national **within or outside the US** constitutes an export under United States export control regulations. Therefore, if you are mailing any item(s) **not** on the NRL list to a foreign national, **even within the US**, you must file the EC form and a copy of the mailing label to: **exportcontrol@rpi.edu**

Rensselaer Polytechnic Institute • Troy NY 12180
EXPORT CONTROL FORM

For ALL items being sent to a non-USA address, or to a foreign national within or outside of the USA, please complete, scan and send this form, along with a copy of the item's mailing label to: **exportcontrol@rpi.edu**

Package Type [box, letter, etc.] _____

Package contents (detail)

EAR Commerce Control List (CCL) or ITAR Category _____

Sender Signature _____

Sender Name (Print) _____

Sent Date: _____   **From HASS Dept.:** _____