

# GUIDELINES FOR EXPORTING ITEMS

(Shipping items out of the U.S.)

Export Control Office  
[exportcontrol@grad.wisc.edu](mailto:exportcontrol@grad.wisc.edu)  
261-1128, 262-8659

## What Are You Shipping?

- **Export Licenses** – Does the item require an export license before shipping?
  - For example, military/spaceflight equipment, select agents, high-powered computer equipment, some electronics and some lasers require licenses.
  - Do you have a copy of that license?
  - Are the license # and export control statement on the shipping paperwork?
- **Shipping Paperwork** – See export control shipping instructions at:
  - <https://research.wisc.edu/integrity-and-other-requirements/export-control/trainings-and-guidance/>
- Hand-carrying in your luggage is the same as shipping an item in a box



## To Whom Are you Shipping It?

- **Restricted Parties** – Is the person/organization on a U.S. gov't restricted party list?
  - Contact the Export Control Office for assistance
- **Distributors** – Is the consignee a distributor?
  - Distributors are likely not the end-user
  - Check w/ person shipping the item.



## Where Are You Shipping It?

- **E:1 Countries**
  - *Iran, North Korea, Sudan, Syria, the Crimea*
  - Shipments to these countries may be very restricted.
    - Some shipments are not allowed; some require export licenses.
- **OFAC Embargoed / ITAR Prohibited Countries**
  - Afghanistan, Balkans (western), Belarus, Burma, Central African Republic, China, Cuba, Cyprus, Democratic Republic of the Congo, Eritrea, Ethiopia, Haiti, Iran, Iraq, Lebanon, Libya, Mali, Nicaragua, North Korea, Russia, Somalia, South Sudan, Sudan and Darfur, Syria, Ukraine, Venezuela, Yemen, Zimbabwe
  - **Always check w/ the Export Control Office before shipping to any of these countries.**
- **Transships** (via countries)
  - Always account for countries through which a shipment may pass to its final destination.
  - For example, the item is being shipped through Belarus to get to Russia.
  - United Arab Emirates or Turkey may not be the final destination.



## Shipping Assessments

- **Plan Ahead** – Shipping assessments to determine if a license is needed can take from hours to weeks.
- **NEVER** ship an item before you receive its license.
- **Non-Compliances** can result in fines and jail time.

