



*The rising STAR of Texas*

**Export License Exception for Temporary Exports (TMP)**

**Certification for Texas State University Employees International Travel When Carrying Texas State Owned, Export Administration Regulations (EAR) Controlled Items, Technology, and Software**

Texas State employees commonly carry Texas State-owned, commercially available electronic devices such as laptops, PDAs, iPads, cell phones, thumb drives, and other digital storage devices with them on international travel. These items often come with pre-loaded encryption software which is subject to the Department of Commerce, Export Control Regulations (EAR). Many of these items can be temporarily exported under the EAR license exception “Temporary exports-Tools of the Trade” (TMP).

The TMP License Exception provides that when Texas State-owned laptops, PDAs and other digital storage devices (and related technology and software) are being used for professional purposes, returned within 12 months, kept under effective control of the exporter while abroad and other security precautions are taken against unauthorized release of technology, then the TMP License Exception generally applies as long as the criteria to which you are certifying below are met.

**NOTE:** The exception does not apply to any EAR-satellite or space-related equipment, components, or software, or to any technology associated with high-level encryption products. In addition, this exception does not apply to items, technology, data or software regulated by the Department of State’s International Traffic in Arms Regulations.

This form needs to be signed by Sean Rubino, the Director of the Office of Research Integrity and Compliance prior to shipping or hand-carrying the item(s) or software overseas. If you have any questions about this, please email him at: [srubino@txstate.edu](mailto:srubino@txstate.edu).

Detailed description of Items, Technology and Software to which this Certification applies:

*Please provide the brand name, model, serial number, and Texas State University Tag and Bar Code Numbers to all University owned equipment that will accompany you on your trip. If you are bringing a laptop computer, include a list of all of software and programs that have been installed (an attachment with a snapshot of the Program Files list from your computer is sufficient).*

Item:

Brand Name:

Model:

Serial Number:

TX State Tag Number:

Bar Code Number:

**By my signature below, I certify that:**

1. I will ship or hand-carry the items, technology or software to as a “tool of the trade” to conduct Texas State business only;
2. I will return the items, technology or software to the U.S. on \_\_\_\_\_ which is no later than 12 months from the date of leaving the U.S. unless they are certified by me to have been consumed or destroyed abroad during this 12 month period;
3. I will keep the items, technology or software under my “effective control” while abroad (defined as retaining physical possession of an item or maintaining it in a secure environment – locked safe or secure facility);
4. I will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad such as:
  - a. Use secure connections when accessing email and other business activities that involve the transmission and use of the technology,
  - b. Use of password systems on electronic devices that store technology, and
  - c. Use of personal firewalls on electronic devices that store the technology;
5. I will not take any item or software incorporating Texas State -developed, non-commercial strong encryption source code outside the borders of the United States unless I have received approval from the Assistant Vice President of Research and Federal Relations in writing.
6. ***I will not ship or hand-carry the items, technology or software to Iran, North Korea, Syria, or Sudan or travel to these countries without consulting with the Director of the Office of Research Integrity and Compliance.***

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please submit to the Director of Research Integrity and Compliance for review and signature: [srubino@txstate.edu](mailto:srubino@txstate.edu). A copy of the form will be returned to you.**

\_\_\_\_\_  
**Sean Rubino, MPA**  
**Director, Office of Research Integrity and Compliance**

\_\_\_\_\_  
**Date**

\*Keep a signed copy of this form with you when traveling abroad.