

Restricted Party Screening Form

BACKGROUND: In accordance with *University Rule 15.02.99.W1 Export Controls* international visitors intending to visit WTAMU must undergo a restricted party screening as a pre-condition of their visit to WTAMU.

This includes all invited International Visitors whether or not currently present in the United States.

It is the responsibility of all employees at WTAMU who intend to host an international visitor to notify and request approval of such visit from the Export Control Officer before the arrival of the international visitor.

INSTRUCTIONS: Complete the 2 page form below for **each** international visitor and the entity they either represent or are employed by. Forward the completed form to exportcontrol@wtamu.edu. Please allow a minimum of 3 working days for the screening to be completed. If additional information is necessary to complete the screening you will be contacted. Results of the restricted party screening will be sent to you via email. Contact Janet Wood, the Export Control Officer, at 651-2982 / jawood@wtamu.edu with any questions.

INTERNATIONAL VISITOR

Name: _____ Date of Birth: _____
Address: _____ Citizen of: _____
City/State: _____ Resident of: _____
Country: _____

COMPANY OR INSTITUTION BEING REPRESENTED

Name: _____
Address: _____
City/State: _____
Country: _____

Date of Visit: _____

Locations to be Visited: _____

WTAMU Point of Contact: _____

WTAMU POC email: _____ **Phone:** _____

Purpose of Visit: _____

Restricted Party Screening Form

The following questions are intended to address export controlled issues. Please check “yes” or “no” for all of the work or access contemplated during the visit, both funded work and unfunded work, with the host or other faculty member or researcher.

YES	NO	QUESTION
		<p><i>Will visitor have access to research which could be categorized as Classified?</i> Classified research is usually government funded and can further be defined as national security information at the levels of Top Secret, Secret, and Confidential, and as being governed by Department of Defense National Industrial Security Program Operating Manual (NISPOM) requirements. Publication of classified research results can be legally withheld or restricted.</p>
		<p><i>Will visitor have access to research which could be categorized as Controlled Unclassified Information?</i> Controlled Unclassified Information (CUI) is a categorical designation that refers to unclassified information that does not meet the standards for National Security Classification under Executive Order 12958, as amended, but is (i) pertinent to the national interests of the US or to the important interests of entities outside the Federal Government, and (ii) under law or policy requires protection from unauthorized disclosure, special handling safeguards, or prescribed limits on exchange or dissemination. Henceforth, the designation CUI replaces “Sensitive But Unclassified” (SBU)</p>
		<p><i>Will visitor have access to research categorized as Proprietary?</i> Proprietary research, usually privately funded, is defined as research activities undertaken pursuant to a contract between the University and an outside sponsor with commercial interests, and carried out under the auspices of the University. Publication of proprietary research results can be withheld or restricted, contractually.</p>
		<p><i>Will visitor have access to projects which restrict participation to US citizens or permanent residents only?</i></p>
		<p><i>Will visitor have access to research categorized as Restricted?</i> Restricted research is research where publication may require advance review by, or permission of the funding entity. Restricted research may have constraints imposed by the funding entity, whether it be the state, a federal agency, or a private sponsor with or without commercial interests.</p>
		<p><i>Will visitor have access to research categorized as “Fundamental”?</i> Fundamental research means basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community, as distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary or national security reasons. Fundamental Research applies only to the dissemination of technical data and information, not to the transmission of material goods.</p>
		<p><i>Will visitor have access to technical specifications of equipment where such specifications are not available through published materials such as commercially available manuals, documentation in libraries or the World Wide Web, information from teaching laboratories or information available to interested communities for either free or where the price does not exceed the cost of production.</i></p>

HOST FACULTY MEMBER: _____

Print or type name

_____ Date: _____

Signature