



# ASSUMPTION COLLEGE

## International Travel with Assumption-Owned Laptops Export License Exception TMP (Temporary Exports/Reexports)

NAME OF EMPLOYEE:

DEPARTMENT:

DATE:

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The export of tangible items, commercial software and encryption code is subject to export control regulations. The Export Administration Regulations (EAR), however, make an exception to license requirements for the temporary export or reexport of certain tangible items or software for professional use as long as specific criteria to which you are certifying below are met. If you are using your electronic device for Assumption work, you can indicate you are exempt from obtaining a license by completing the form below and sending it to Dr. Landy Johnson, Director of Grant Development, Academic Affairs. If you are taking your personal (not Assumption-owned) equipment with you, you do not need to complete any forms for Assumption.

### Detailed Description of Item(s) to which this Certification applies:

Dell: Use the seven character Service Tag. It is unique to each computer.

Apple: Use the Serial Number. You may find the SN by booting the laptop, logging into it and then pulling down the blue Apple menu and selecting "About This Computer". Then click on the "Get More Info" button and the SN should be displayed.

Example: Dell Laptop Latitude D600 Service Tag 1234567.

1. \_\_\_\_\_  
[Insert brand, model, and service tag or serial number]

2. \_\_\_\_\_

By my signature below, I certify that:

- 1) I will take the item(s) and its software abroad **ONLY** as a "tool of the trade" to conduct Assumption College business;
- 2) **I will return the item(s) and its software to the US no later than 12 months from the date of export** unless they are certified by me to have been consumed or destroyed abroad during this 12 month period;
- 3) I will maintain the item and its software under my "effective control"<sup>1</sup> while abroad;
- 4) I will not take the item or software to Iran, Syria, Cuba, North Korea or the Sudan unless I have received approval from Assumption's Export Control Officer in writing.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Effective Control is defined as retaining physical possession of an item or maintaining it in a secure environment, such as a locked hotel safe.