The international transfer of information via various mail and delivery/courier services requires diligence on the part of the sender in view of export control regulations. As you are aware, transfer of any item overseas is an export. Therefore, to protect yourself you must comply with all U.S. export control laws and regulations. Rensselaer is instituting the following service to assist each person having any type of correspondence with individuals or institutions (academic, governmental or business) overseas. The recommended procedure to be used for U.S. mail (USPS), FedEx, UPS, DHL or any other courier service is as follows:

- All mail, parcels, posts, packages, etc., addressed for delivery to a consignee in a foreign country are to comply with this Rensselaer procedure.
- The following form should be completed in its entirety and accompany a copy of the courier’s shipping label the Institute Export Control Office [exportcontrol@rpi.edu]. A separate form should be included for each different address and each separate article.

**Note:** Any genetically modified material (GMO) material, biological, technical data, software, technical information, material sample, etc. leaving the U.S. border is an export and all U.S. regulations apply. GMO and live biological samples are NOT to be sent overseas via the USPS.

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**Form (attach copy of courier shipping label):**

Package Type [box, letter, etc.] _____________________________________________________

Package contents (detail) __________________________________________________________
________________________________________________________________________

EAR Commerce Control List or ITAR Category _________________________________________
________________________________________________________________________

Signature (PI/Originator) _________________________________________________________