To: __________________

From: Export Control Office

Subject: Visiting Foreign National

Recently, as noted via Concur, travel arrangements were made for an international individual to visit with you. Noting that these visits are usually conducted on Rensselaer’s campus, either in your office or a conference room, you are being alerted to take the necessary legal precautions regarding the nature of your discussions and tour of Rensselaer facilities.

Just as international visitors are subject to obtaining the proper visa before entering the U.S., these “foreign nationals” are also subject to restrictions governing their access to export controlled information/technology. Specifically, the U.S. Export Administration Regulations (EAR), [15 CFR Part 734(b)(3)], state that “technology or software is ‘released’ when the foreign nationals visually inspect, orally exchange or apply the U.S. based information acquired while in the U.S.” In addition the provisions of the EAR, [15 CFR Part 734(b)(1)], state that visitors are subject to the EAR due to the fact that “release of technology or software subject to the EAR to a foreign national in the U.S. is defined as an Export.”

Please note that if proper confidential agreements and/or deemed export license requirements have not been executed and/or obtained prior to meeting, discussions, [such as offering a technical resolution of a specific problem expressed by a foreign national during the visit], a release of considerable technical information may occur. This release can potentially be considered a prohibited “deemed export” of controlled data and technical information.

If you have any questions, please contact the Export Control Office (ECO at Rensselaer for further information. The Office is administered by the Office of the General Counsel, 518-276-3777.