**Non-Immigrant Export Compliance Questionnaire**

Virginia Tech is required by federal regulations to establish procedures to monitor assignments to its facilities of foreign nationals to ensure that the disclosure of, and access to, export-controlled articles and related information are limited to those that are approved by an export authorization. In accordance with part 6 of the I-129 Petition for a Nonimmigrant Worker, Virginia Tech must certify whether or not an H-1B/H-1B1/L-1/O-1A applicant requires an export license.  Additionally, International Affairs and the Office of Export and Secure Research Compliance (“OESRC”) have established interim procedures that require OESRC review of all foreign nationals who are not degree seeking students enrolled at Virginia Tech.

Please answer the following questions to the best of your ability. Complete all fields and answer all questions. The answers will assist our export compliance team in its review of potential licensing requirements under U.S. export control regulations. Please note that research cannot be performed at Virginia Tech in B/WB/WT status. Please contact [International Support Services](http://www.oired.vt.edu/iss/) (“ISS”) to discuss the appropriate immigration status for all research activities. **Upon completion of this form, attach a copy of the Foreign National’s CV/Resume and send these documents to OESRC by email to** [**oesrc@vt.edu**](mailto:oesrc@vt.edu)**, campus mail (0497), fax to 540/231-7297 or hand deliver to our office location.** OESRC cannot process this export compliance review without the required information in this questionnaire and the CV/Resume. ISS will not process visa requests or invitation letters without verification that OESRC has completed export compliance review.

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| **Biographical Information** | | |
| Full name of Foreign National: |  | |
| Status/Position/Title at Home Institution: (undergrad/grad, faculty, postdoc, etc.) |  | |
| Home Institution:  (with complete address) |  | |
| Country of birth: |  | |
| Country of citizenship: |  | |
| If dual citizen, other citizenship: |  | |
| VT Hosting Faculty: |  | |
| VT Hosting Department: |  | |
| Dates of visit: |  | |
| Intended Immigration Status at VT (e.g. J-1 visiting scholar, H-1B, B-1/2 (tourist), etc.) |  | |
| *Note: For multiple visitors in the same group, it is acceptable to submit multiple Biographical Information pages (page 1) with one Export and Secure Research Compliance Information questionnaire (pages 2 and 3).*    **Export and Secure Research Compliance Information** | |  | |
| *Reminder: Visitors coming on a B visa or the visa waiver program are not eligible to conduct research.* | |  | |
| 1. Specify the purpose of the visit (e.g., research, academic exchange, attends conference, etc.). | | |
| 1. Will the Foreign National work on any sponsored research project? If so provide the grant number(s) and sponsor name(s).      1. Characterize the research being performed (basic, applied, product development, testing, etc.) and describe the goals, purpose and practical applications of the research, if applicable. | | |
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| 1. Specify any University labs and centers the Foreign National will visit or work while at VT or its affiliate research centers. | | |
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| 1. Will the Foreign National provide or be provided with any proprietary or confidential information, materials, or software? If so, please provide a description. For software access, please specify if the Foreign National will have access to source code. | | |
|  | | |
| 1. Will the Foreign National be provided with any U.S. government furnished equipment, information, or software? If so, please provide a description and the government source. For software access, please specify if the Foreign National will have access to source code. | | |
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| 1. What, if any, export-controlled technology and/or information will the Foreign National have access to? If you have any questions about what may or may not be export controlled technology, please contact OESRC. | | |
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| 1. **For J-1 visa only**, specify the source of funding allowing the Foreign National to come to Virginia Tech. Full names of institutions/organizations and addresses are required. | | |
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| 1. Additional comments or questions? | | |
|  | | |
| **Please sign in space provided below, attach a copy of the Foreign National’s CV/Resume and send these documents to OESRC by email to** [**oesrc@vt.edu**](mailto:oesrc@vt.edu)**, campus mail (0497), fax to 540/231-7297 or hand deliver to our office location. Once OESRC has reviewed the information, this form will be confirmed and sent to the appropriate department for incorporation into beneficiaries file.**  **I certify that to the best of my knowledge and belief all of the information on this form is correct. I also understand that failure to report completely and accurately may result in export control and/or sanctions violations punishable by criminal or civil penalties. If any of the responses to these questions change, I will contact OESRC regarding export compliance.**     |  |  |  | | --- | --- | --- | |  | | | |  | |  | | Print Name of VT Hosting Faculty | | Date: | | Faculty Signature: |  | | | |

**Special Notice regarding foreign nationals coming to VT on the basis of B- or VWP status**

**All invitation letters to these visitors may only be issued by the Associate Vice President for International Affairs**. No other individual employee at VT may issue such an invitation letter. To request an invitation letter, contact Mollie LoJacono at [mollie@vt.edu](mailto:mollie@vt.edu) at least 2 weeks in advance of the visit.

**Appropriate activities for these visitors are**: prospective student visit, attend/present at conference/workshop; speaking engagement; discuss work/negotiate contracts; tour VT campus/labs/facilities.

**Maximum stay for all others is 30 consecutive calendar days. No visitor in B or visa waiver status may engage in collaborative research**. For stays longer than 30 days or to conduct collaborative research, contact Mollie LoJacono at [mollie@vt.edu](mailto:mollie@vt.edu).

To be eligible for an **honorarium,** **the visitor’s activities can last no longer than 9 days** at any single institution and the visitor may not have accepted such payment from more than five institutions over the last six months.

For **payment** to the visitor (reimbursement, honorarium, direct payment of expenses, etc.), **contact Janet Kunz** ([jakunz@vt.edu](mailto:jakunz@vt.edu)) before visitor arrives to determine what documents (passport, visa, I-94 card, payroll forms, etc.) you and the visitor must submit for payment to be issued. Payroll CANNOT issue payment without the required documentation.