

**CHECKLIST FOR EXPORT CONTROL ISSUES  
WHEN HIRING FOREIGN NATIONALS**

College/Department: \_\_\_\_\_

Name of Foreign National: \_\_\_\_\_

Position Title: \_\_\_\_\_

Country (or Countries) of Citizenship: \_\_\_\_\_

**This form must be completed and submitted to Employee Services with any request to hire a foreign national worker.** Your answers to these questions will help determine whether any aspect of your proposed hire will be subject to export control regulations. For questions or assistance in completing the form, please contact the Office of University Compliance at (254) 968-9415 or via email at [exportcontrol@tarleton.edu](mailto:exportcontrol@tarleton.edu).

In accordance with System Policy 15.02 Export Controls Program Management and Tarleton Rule 15.02.99T1 Export Controls Program Management, university employees with managerial or supervisory authority of foreign persons or projects involving controlled information or controlled physical items are required to take and complete the TrainTraq Export Controls & Embargo Training Basic Course – 2111212 prior to completing this form and/or within the last two year.

**Date the Manager/Supervisor of the foreign person completed the Export Controls & Embargo’s Basic Course:** \_\_\_\_\_

	Unknown	Yes	No
1. Do the job duties involve working with items/articles, software or technology listed on the EAR/Commerce Control List or the ITAR/U.S. Munitions List (see Attachment 1 at the end of this form for general categories on each list)?			
2. Do the job duties involve work with any embargoed or sanctioned country? Follow these links for listings: <a href="https://www.bis.doc.gov/index.php/policy-guidance/country-guidance/">https://www.bis.doc.gov/index.php/policy-guidance/country-guidance/</a> <a href="https://home.treasury.gov/policy-issues/financial-sanctions-programs-and-country-information">https://home.treasury.gov/policy-issues/financial-sanctions-programs-and-country-information</a>			
3. Will the job duties include working on a contract with any of the following (check each one that applies):			
a) Restrictions on publication (including reporting of the research results) or presentations at conferences;			
b) Restrictions on the participation of foreign nationals; or			
c) Export control clauses or references to ITAR/EAR?			
4. Do the job duties involve the “use” or access to encryption software?			
5. Do the job duties involved activities that could be related to the spread or increase of nuclear, chemical, or biological weapons or missile technology?			

**I have knowledge of the nature of the proposed employment. The answers I have provided are true and correct to the best of my knowledge and belief.**

**Name of Supervisor of Foreign National:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Restricted Party Screening**

	Result
Date screening was performed _____	
If secondary screening required Date screening was performed _____	

**Name and Title of Screener:** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and Title of Secondary Screener (If Applicable):** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return completed form to the Office of University Compliance. If “unknown” or “yes” marked above or if secondary screening required, an export control review of the proposed hire by the Office of University Compliance.

**Review by the Office of University Compliance**

**Date:**

**Result:**

**Reviewed by:**

**Authorized signature:**