
International Visitor Screening (IVS) Instructions

FOR INTERNAL VANDERBILT UNIVERSITY MEDICAL CENTER USE ONLY

For assistance with your export compliance review, please email completed form to export@vumc.org at least ten (10) business days *before* the visitor's arrival.

Instructions:

1. The PI or department hosting the visitor(s) should complete this form. Before completing this form, review all instructions and definitions.
2. This form is designed to assist in evaluating the export compliance risk of a visitor(s) from outside the U.S. (regardless of nationality) to campus. U.S. export control law restricts the **access** to certain export-controlled items, technology, and technical data to visitors.
3. Use of this form is intended as a supplement to any other Medical Center, HR, or departmental requirements; it is not a substitute for those requirements.
4. **Restricted Party Screening (RPS)** must be conducted for *each* visitor and associated entities. The U.S. Government maintains many lists of denied parties and restricted entities with whom the conduct of business is not permitted.
5. Contact export@vumc.org for assistance with running restricted party screening or if there is a known match for any Denied Persons List (DPL) search result *before* proceeding.

Key Definitions:

Access - The freedom or ability to obtain or make use of items, technology or technical data. 'Access' could include discussions about technology or technical data, training related to the technology, availability of technology/technical data on shared drives or websites, and use of laboratories and equipment.

Access restrictions - Controls placed on access to export controlled articles based on nationality.

Deemed Export - A release of technology or source code that is subject to the Export Administration Regulations (EAR) to a foreign national. Such release is "deemed" to be an export to the home country or countries of the foreign national.

Defense article - Any item or technical data designated in the U.S. Munitions List (USML). This term includes technical data recorded or stored in any physical form, models, mockups or other items that reveal technical data directly related to items designated in the USML. It does not include basic marketing information on function or purpose or general system descriptions.

*Items on the USML must have a clear military purpose to be included.

Denied Party - The U.S. Government defines a denied or excluded party as *any party* to a transaction which has been placed on any official denied persons or restricted party list, entities which are blocked from export or import transactions, or those that have been sanctioned by any government for illegal acts such as involvement in terrorism, narcotics trafficking, money laundering, or weapons proliferation.

Dual-use - (of equipment, goods, or technology) Designed or suitable for both civilian and military purposes.

Export Administration Regulations (EAR): (15 CFR §§730-774) EAR regulates the export of commercial and "dual-use" items.

Technology - (15 CFR Section 772) Refers to specific information necessary for the development, production, or use of a *controlled* product.

Note: This definition does not include information concerning general scientific, mathematical or engineering principals commonly taught in schools, colleges and universities, or information in the public domain.

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Key Definitions, cont...

Export Control Classification Number (ECCN) - A five-character alphanumeric number used to identify commodities, software, and technology listed on The Bureau of Industry and Security's (BIS) Commerce Control List (CCL) that are controlled for export. This number assists in identifying the type of controls associated with the items contained in the entry.

Export - An actual shipment of articles or related technology/technical data out of the United States or providing export-controlled technical data or technology to restricted parties **anywhere**, including within the United States.
(See "*deemed export*")

Foreign national - Any person who is not a citizen or a lawful permanent resident of the United States.

Notes:

1. This definition includes representatives of foreign corporations, associations, and governments.
2. The term "foreign national" or "foreign person" (as defined by 8 USC 1324b(a)(3)) does **not** include:
 - a. U.S. citizens;
 - b. foreign-born persons who have become naturalized U.S. citizen;
 - c. foreign-born persons who have been lawfully:
 - i. admitted for permanent residence in the U.S. (i.e. holders of "Green Cards"); or
 - ii. designated as refugees; or
 - iii. granted political asylum in the U.S.

International Traffic in Arms (ITAR): ([22 CFR §§120-130](#)) ITAR regulates items and information inherently military in design, purpose, or use.

Technical Data - ([22 CFR Section 120.10](#)) Refers to information required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance, or modification of a *defense article* (military specific). This includes information in the form of blueprints, drawings, plans, instructions, diagrams, photographs, formulae, tables, engineering designs and specifications, and manuals and instructions written, recorded, or contained on media or devices such as disk, tape, or storage device. *Software* also comes under the general definition of "technical data."

Note: This definition does not include information concerning general scientific, mathematical or engineering principals commonly taught in schools, colleges and universities, or information in the public domain.

- **ITAR Category** - A Roman numeral-based system of classification, whereby utilization of I-XXI identifies articles, services, and/or related technical data designated as "defense articles" and "defense services," pursuant to the Arms Export Control Act (AECA), found on the United States Munitions List (USML) as updated by the Directorate of Defense Trade Controls (DDTC).

Non-Disclosure Agreement (NDA); Confidentiality Disclosure Agreement (CDA); or Proprietary Information Agreement (PIA) - A legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, but restricts access to or by third parties.

Participation restrictions - Controls placed on foreign nationals that prohibit their engagement in an activity.

Publication restrictions - Controls placed on the free and open dissemination of **any** information, by any means, in any format.

Restricted Party Screening (RPS) - The process of screening potential denied parties involved in any export transaction for the purpose of complying with U.S. Export Control Laws.

Third Party - A person or group that is not Vanderbilt University Medical Center and not the U.S. Government.

Visitor - Anyone (who is not a VUMC employee) visiting the main campus or any VUMC-affiliated location **from a non-U.S. location** (regardless of nationality).