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**Please read the following in its entirety before completing the form**

As part of the visa application process, U.S. Customs and Immigration Services requires that sponsors of a foreign person wishing to enter the United States on a **H-1B, H-1B1 Chile/Singapore, O-1A, or L-1** visa disclose ***whether or not*** an export license will be required for the foreign person to perform his/her job responsibilities.

In order to assess this need, the University of Miami (UM) requires all departments wishing to sponsor a foreign person on one of the four visa types noted to complete this form. This form is required for both new and renewal applications.

#### INSTRUCTIONS:

This form is to be completed and submitted by the department that is sponsoring the foreign person on an **H-1B, H-1B1 Chile/Singapore, O-1A, or L-1** visa type ***only***. Any other visa type should submit an RPS request form [EXPORT-F-006](#), which can be found on the [Export Control Compliance Policies and Forms](#) page of the Office of Research Administration website [www.ora.miami.edu](http://www.ora.miami.edu).

Please be sure to type in the field "Name of Applicant" as it appears on his/her passport. Do not use titles, abbreviations, or nick names. (e.g., Dr., Mr., Ph.D., MD) **Please note: A copy of the passport must be included with this form.**

If you are not certain how to answer a question, contact the Director of Export Control Compliance at: [exportcontrol@miami.edu](mailto:exportcontrol@miami.edu) or call 305-284-9558.

The I-129 Form is to be submitted to the Export Control Compliance mailbox [exportcontrol@miami.edu](mailto:exportcontrol@miami.edu) with the name of the foreign person in the subject line (see example below). **Please note: The Form I-129 request process cannot proceed until this form is submitted to the Export Control Compliance mailbox.**

To...	<a href="mailto:exportcontrol@miami.edu">exportcontrol@miami.edu</a> ;
Cc...	<a href="#">Collins, William Jesus</a> ;
Subject	SEBASTIAN THE IBIS

#### INFORMATION:

- Reviews are typically completed within **2 business days** provided no additional information is needed. Once reviewed, the final decision will be emailed back to the requestor and Immigration attorneys.
- If it has been determined that an export license is required for the foreign person being sponsored, a separate process will begin, to initiate the license application. The deemed export license will not affect the visa application process.
  - There is no guarantee that an export license will be granted. The department needs to take this into consideration with onboarding as it may affect the applicant's abilities to fulfill the responsibilities for which he/she is being hired.
  - Questions regarding export licenses may be addressed with UM's Director of Export Control Compliance. Email: [exportcontrol@miami.edu](mailto:exportcontrol@miami.edu)

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**Requestor Information**

Requestor Name:  Date:  UM Department:   
 Campus:  Requestor Email:  Requestor Phone:

**Applicant Information**

**Applicant Name:**  **UM C#:**  **Campus:**   
 (as on Passport<sup>3</sup>) (or note if "New Hire")  
**Country of Citizenship<sup>2</sup>:**  **Position/Title:**   
 Does applicant hold dual-citizenship?  If yes, please list other country of citizenship   
**Department:**  **Visa Type:**  **Visa - New/Renewal:**   
**Supervisor Name:**  **Supervisor eMail:**

**Please provide a brief paragraph of the work the applicant will perform:**

Will the applicant be on a contract/grant?  **If yes, Email a copy of the award terms and conditions as an attachment.**

**Export Control Assessment<sup>3</sup>**

YES	NO	Will The Prospective Employee:
<input type="checkbox"/>	<input type="checkbox"/>	Be expected to travel on University business to any country that is identified on the U.S. Department of State website: <a href="https://www.state.gov/e/eb/fts/spi/">https://www.state.gov/e/eb/fts/spi/</a> ?
<input type="checkbox"/>	<input type="checkbox"/>	Be working with or have access to high-technology equipment such as <sup>4</sup> :high-energy lasers, underwater acoustics, accelerometers, SONAR, satellite, nanotechnology, night-vision goggles, spectrometers, towed array systems, hydrophones and related systems, bi-static radar, multi-phased array radar, spectrum analyzers for intelligence purposes, UAVs, AUVs, ROVs, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	Be assigned to work on research that is inherently military?
<input type="checkbox"/>	<input type="checkbox"/>	Be working with any of the select agents and/or toxins which are also within the seven categories of experiments identified under the <a href="#">U.S. Government's Policy on Dual-Use Research of Concern</a> ?
<input type="checkbox"/>	<input type="checkbox"/>	Be assigned to work on projects sponsored by a foreign government, foreign agency or other foreign entity type?
<input type="checkbox"/>	<input type="checkbox"/>	Be working on research that requires the applicant to sign a Non-Disclosure Agreement (NDA) for the sponsor?
<input type="checkbox"/>	<input type="checkbox"/>	Be issued a UM-owned laptop or other electronic device (e.g., tablet, smartphone)?

If a laptop will be issued, what data will be on the laptop?

Will the applicant need to travel with the laptop?  If yes, where?

**Please Note: All UM laptops must be encrypted and safe guarded at all times.**

**For Use By the Export Control Compliance Office**

RPS Completed Date:   **Applicant Cleared**  **Applicant Not Cleared**

- A license is **not required** from either the U.S. Department of Commerce, or the U.S. Department of State to release such technology, or technical data to the foreign person noted above.
- A license is **required** from either the U.S. Department of Commerce, or the U.S. Department of State to release such technology, or technical data to the beneficiary. The supervisor will prevent access to the controlled technology, or technical data by the beneficiary until and unless the University of Miami has received the required license, or other authorization to release item(s) to the beneficiary.

Comments:

**\*If there are changes in work scope, or to answers in the export control assessment questions above, a new export review & approval is required.**

<sup>1</sup> Do not insert titles such as "Dr.", "Mr.", "Honorable", etc., or use abbreviations of names or nick names. The name should reflect that which is listed on the applicant's passport as well as visa application.

<sup>2</sup> The country list reflects the codes that are listed by [ISO-3166](#).

<sup>3</sup> Answers should be based on information known at time of completing the form. **Please note: A copy of the passport must be included with this form.**

<sup>4</sup> The items listed are not inclusive. For questions about specific equipment contact the Director of Export Control Compliance at [exportcontrol@miami.edu](mailto:exportcontrol@miami.edu).