

Export Compliance at a Glance for International & Domestic Activities



Export Control regulations apply to international and domestic activities. Review this quick reference card (QRC) to see how the Export Compliance Program interacts with your programs. If you have questions related to domestic or international activities please contact the Export Compliance Office at exportcontrol@unc.edu.

Program Activities	General Information
Immigration	International Student and Scholar Services (ISSS) manages the immigration process. Individuals should complete the Export Controls and Science and Security Visa Review as a part of sponsoring J-1, H1B1, H1B, or O-1 visas.
International Collaboration	Email the Export Compliance Office at exportcontrol@unc.edu for guidance on international research collaboration. Visit the International Collaboration webpage for a checklist of when to contact the Export Compliance Office.
International & Domestic Teleworking	Employees wishing to telework abroad should first check Human Resources guidance on Flexible Work Arrangements for University Employees. Any request to work abroad is routed to the Export Compliance Office and other global working groups (ISSS, Payroll, Science and Security, etc.). The Export Compliance Office will reach out to the employee to process export compliance for the request or the employee will be notified when all groups have completed their review.
International & Domestic Travel	Concur automatically routes travel requests to countries with higher regulations to the Export Compliance Office. Important: If you are traveling internationally to any destination, please refer to our Export Compliance for International Travel webpage . If you are transferring (including hand-carrying) any University owned items or equipment, please contact the Export Compliance Office directly at exportcontrol@unc.edu for any questions or concerns.
International Visitors	University Human Resource's Unpaid Volunteer, Intern and Visiting Scholar Form routes unpaid visitors who are not U.S. Citizens, green-card holders, or protected persons to our office to manage appropriate audit documentation.
Shipments	Complete the International Shipments Review Form prior to shipping internationally. We will reach out with follow-up information. Please allow for at least one week for our Office to process Export Compliance.
Visual Compliance	We manage the University's Visual Compliance tool and training. This tool is available to administrators processing international financial, shipping, or research transactions.