

# International Shipment Instructions

---

1. Go to the International Shipping page to review the guidelines for shipping items internationally:

<https://www.southalabama.edu/departments/research/compliance/export-control/shipping.html>

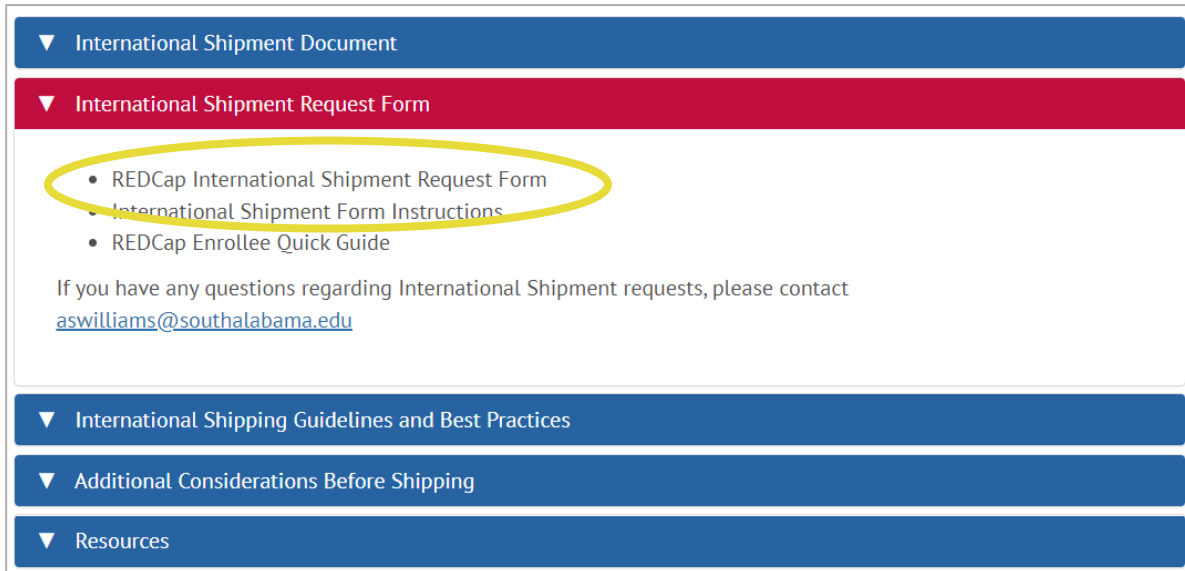


The screenshot shows the University of South Alabama website. The header includes the university's name and logo, along with navigation links for Apply, Visit, Maps, JagNet, Logins, Directories, Faculty/Staff, and One Stop. A secondary navigation bar lists About, Students, Parents, Alumni, Academics, Research, and Athletics. The breadcrumb trail reads: HOME / DEPARTMENTS / RESEARCH / RESEARCH COMPLIANCE AND ASSURANCE / EXPORT CONTROL / INTERNATIONAL SHIPPING. The main content area is titled "International Shipping" and features a "Compliance and Assurance Home" sidebar with links to About, Newsletter, Compliance Updates and Information, Research Education and Learning Portal, IRBNet, and Human Subjects. The main text includes a note: "NOTE: An International Shipment Request form must be completed and reviewed for potential export control regulations PRIOR to the shipment." It also states: "The shipment of controlled physical items, such as scientific equipment, shipment and utilization of equipment, technology or other export controlled items from the United States to a foreign national or foreign country could possibly require an export license from the Department of Commerce depending on the item, destination, recipient, and end-use." A key reminder is: "Remember, everything that crosses the border is an export..." followed by a bulleted list: "• even if it's temporary", "• even if it wasn't sold", and "• even if it will be used for research". Further text explains: "International shipping is subject to export and import controls, duties, taxes and regulations of 196 different countries. Every export from the U.S. is an import somewhere else – all shipments go through customs in the destination country." and "Shipping to foreign countries incorrectly can result in fines, payment of unnecessary taxes, confiscation, or incarceration. Some items, as well as some software and information, are subject to US export controls. The impact of these controls on a

2. Also on this page, click the link for the International Shipment Request form, or click this link:

<https://redcap.link/internationalshipment> and complete the survey form.

# International Shipment Instructions



▼ International Shipment Document

▼ **International Shipment Request Form**

- REDCap International Shipment Request Form
- International Shipment Form Instructions
- REDCap Enrollee Quick Guide

If you have any questions regarding International Shipment requests, please contact [aswilliams@southalabama.edu](mailto:aswilliams@southalabama.edu)

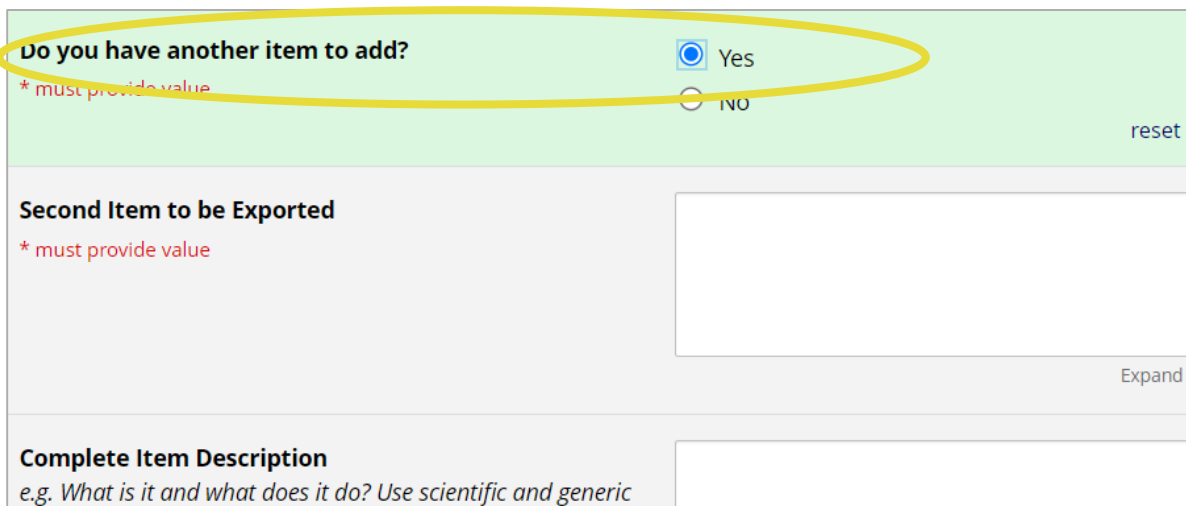
▼ International Shipping Guidelines and Best Practices

▼ Additional Considerations Before Shipping

▼ Resources

3. Any question marked **\* must provide value** must be answered.

4. You may list up to three items on the form; each must be entered separately. If you have more than one item, make sure you select 'Yes', that you have another item to add; this will then display areas to list your next item (repeat this process for a third item):



**Do you have another item to add?**  Yes  NO reset

**\* must provide value**

**Second Item to be Exported**  Expand

**\* must provide value**

**Complete Item Description**

*e.g. What is it and what does it do? Use scientific and generic*

5. Once you have submitted the form, you will receive an email confirmation.

# International Shipment Instructions

---

International Shipment Request Form Submitted  Inbox x

**Angela S. Williams** <aswilliams@southalabama.edu> <noreply@health.southalabama.edu>  
to me ▾

Thank you; your International Shipment Request Form has been received. Please allow up to 5 business days for review determination.

Office of Research Compliance and Assurance

 Reply

 Forward

6. After your form has been reviewed by ORCA personnel, you will receive another email notifying you whether your shipment has been approved or if further licensing is needed.