

International Travel Guidelines

International travel by ISU employees or students may be subject to export control regulations depending on the travel destination and items taken, such as hardware, software, and/or technical data.

Register Your Travel

Before traveling internationally in your ISU role, register your travel through the [ISU International Travel portal](#). If your destination is high-risk for export control violations, the travel registry will notify you.

Where are You Going?

If you are traveling to or through a destination that is subject to embargoes or other travel restrictions, contact the [Export Control Program](#) to ensure your travel complies with federal regulations.

Embargoed Countries include Cuba, Iran, North Korea, Syria, Sudan, and the Crimea Region of Ukraine. An export license from the federal government is required for taking a laptop or smartphone on your trip. Such licenses can take months to obtain. Contact export@iastate.edu.

What Are You Taking With You?

When traveling out of the United States, everything you take with you is considered an “export,” under U.S. export control regulations. Some of these exports will require an export license from the government. However, in many situations, you will not need an export license because either (1) the items or data you are taking are not controlled to your destination or sometimes (2) a license exception is available.

Review what hardware, software, and technical data necessary for your travel. Leave behind devices and media that are not absolutely necessary. *If you don't need it, don't travel with it.*

- **Loaner Devices**

ISU employees traveling to a high-risk destination must take a clean loaner device if taking a device at all. Request the device from your department IT personnel two weeks in advance to ensure appropriate set up time for the device. If your department does not have a loaner device available, request a device from the [IT Solution Center](#).

Upon your return to ISU, **do not connect this device to the ISU network**. Return the device to IT where they will scan, clean, and wipe the device and install a new image. Immediately change your Iowa State University password and any others you used.

- **Items Requiring Export Control Review**

Do not travel with any of the following items without first obtaining specific advice from the Export Control Program, as these items may require an export license:

1. Data or information received under an obligation of confidentiality
2. Devices, systems or software that are not standard, off-the-shelf products generally available to the public
3. Devices, systems, or software that are specifically designed or modified for military or space applications
4. Data or analyses that result from a project that has restrictions on the dissemination of the research results
5. Export controlled information

- **Items That You May Be Able to Take With You**

ISU employees and students may be able to use a Tools of Trade license exception to travel temporarily out of the U.S. and hand carry certain types of hardware, software and/or data. This license exception may be used by ISU employees and students traveling with personally-owned or ISU-owned hardware, software and data provided that the terms of the license exception are met. This exception does not apply to items, technology, data, or software regulated by the International Traffic in Arms Regulations (ITAR). Please contact the Export Control Program if you would like more information on using this exception when traveling internationally.

If your hardware, software or data are not eligible for the “Tools of Trade” license exception, the Export Control Program will discuss other options with you. There are other less frequently used license exceptions that may apply, and if no license exception is available, you may be able to work with the Export Control Program to apply for an export license.

What is the Purpose of Your Travel?

- **Attending a Conference or Meeting**

Attendance at international conferences and meetings is generally acceptable. If the conference you are attending is an open conference (generally meaning open to all technically qualified members of the public), then any information you receive at that conference is generally considered published, in the public domain, and therefore not subject to export controls. However, **any information you discuss in sidebar conversations at the conference should be limited to information that is already in the public domain.**

- **Presenting at a Conference or Meeting**

Presentations at international conferences are generally acceptable, provided that you do not present any proprietary, unpublished, classified or export controlled data or information. If you plan to present data that have not been previously published, you should contact the Export Control Program to ensure there is no export controlled technical information included in your presentation. It is important to note that **sidebar conversations with conference attendees should be limited to information already in the public domain.**

- **Conducting Research or Collaborating**

Research conducted outside of the U.S. is handled differently than the same research conducted in the U.S. The results of research conducted outside the U.S. may become subject to U.S. export controls when transferred back into the U.S., making such results ITAR-controlled or EAR-controlled. This could potentially restrict the U.S. researcher who intended to use the results and could require authorization to export again from the U.S., even back to the researchers who originated the technology.

If you have questions about the research you plan to conduct abroad, please contact the Export Control Program. Please also provide the Export Control Program with the names of any foreign colleagues associated with the proposed project so that restricted party screening can be completed **prior to your trip**. It is important that you also include the name of any international entities with which those colleagues are affiliated so that the entity can be screened as well.

IT Security Tips

Before you go...

- Make sure you have your laptop screensaver password turned on and your hard drive or SSD encrypted
- Make sure you have screen lock enabled on your mobile device
- Update your operating system, software, and apps to the latest version
- Install Chrome or Firefox to use as your web browser
- Backup important data from all the devices you are traveling with, including your phone. Assume that you may have to erase and restore these to factory defaults when you return.

While you are traveling...

- Keep your devices with you and physically secured
- Lock your screen or put the laptop to sleep any time you leave it unattended
- Do not download or access any export-controlled data on your device while you are outside the country
- Use Chrome or Firefox as your browser. Avoid using Safari, Internet Explorer, and Microsoft Edge unless absolutely necessary.
- If a customs official takes your laptop or mobile device, please comply, including situations where they compel you to give them your screen lock passwords. Your safety is more important than the security of any data you are carrying. At your first opportunity, notify security@iastate.edu so ISU can take the appropriate steps to secure your device and access to your online accounts.
- If your device is lost or stolen, contact security@iastate.edu immediately.