

Research and Creative Activity – Export Controls/ Research Park I

[ndsu.exportcontrols@ndsu.edu](mailto:ndsu.exportcontrols@ndsu.edu)

**Note:** The applicant must be vetted by the Export Controls Administrator prior to an official invitation letter being sent. If this is a foreign national, no immigration procedures will be initiated for the purpose of securing a U.S. visa until this form has been completed and approved with the appropriate signatures. This form will be retained in the department personnel file. **Upon receipt of a copy of this signed form, Faculty Immigration Services will begin visa-related correspondence with the host faculty.**

NDSU Host/Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

Telephone#: \_\_\_\_\_ **Dates of Appointment:** (mm/dd/yyyy) Start: \_\_\_\_\_ End: \_\_\_\_\_

**Category**

<input type="checkbox"/> US Citizen OR Legal Permanent Resident (Green Card Holder) OR B1/B2/VWP visitor		
<input type="checkbox"/> Short-Term Scholar	6 mos. maximum	Primarily used for short-term visiting researchers/professors
<input type="checkbox"/> Research Scholar	7 mos – 5 yrs	Research only; Visitor can't return in this category for 2 yrs
<input type="checkbox"/> <b>This Research Scholar category is for a benefitted position that is grant-funded (i.e. postdoc, etc.)</b>		
<input type="checkbox"/> Visiting Professor	7 mos – 5 yrs	Teaching at NDSU + research, Visitor can't return in this category for 2 yrs
<input type="checkbox"/> Student Intern (UG; non-enrolled)	12 mos. maximum	Undergraduate; non-enrolled; Degree obtained at home institution abroad
<input type="checkbox"/> Specialist	12 mos. maximum	Visitor is an expert in a specialized field (ex: theater, musician, etc.)

**Visitor Information**

Family Name (Last/Surname) \_\_\_\_\_ Given Name (First) \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_ Country of Legal Permanent Residence \_\_\_\_\_

Will visitor be representing his/her home university, institution or business? YES  NO

**If YES, provide name of institution and address**

**Visitor's Background**

**Degree + Current position/title + Duties in current position**

**Clearly describe the purpose of the proposed visit/project** (or attach description of project)

## Funding/ Financial Support

- Visitor will be completely under the financial obligation of their home university, institution or business (sponsored)
- Visitor will be completely personally funded and responsible for his/her own living expenses during entire visit
- Visitor will be entirely funded through a government organization/grant during entire visit (ex: Fulbright, USDA, Borlaug, etc.)
- Visitor will be considered an employee for the duration of their visit

NDSU Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ per \_\_\_\_\_ (month, year)

- Visitor will be funded by a combination of NDSU funds and other funding (supplemented)

NDSU Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ per \_\_\_\_\_ (month, year)

Other Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ per \_\_\_\_\_ (month, year)

Other Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ per \_\_\_\_\_ (month, year)

## Project Specifics

- Will visitor have access to any NDSU intellectual property or other potential IP? YES  NO
- Will visitor be undertaking any activities that could result in the creation of IP? YES  NO
- Will visitor have access to any NDSU or third-party confidential information? YES  NO
- Will visitor be bringing any research materials to NDSU? YES  NO
- Will visitor be collaborating on publications? YES  NO

Specifically, where will the visitor work while on campus? (Building): \_\_\_\_\_

If YES is answered to any **Project Specifics** question(s), contact the Office of Industry Engagement and Intellectual Property at [NDSU.BusinessDev@ndsu.edu](mailto:NDSU.BusinessDev@ndsu.edu) (231-6743)

## Export Controls

ALL faculty, staff, students and other NDSU personnel must be aware of, and comply with, U.S. export control laws and regulations, and NDSU's policy and procedures thereto.

1. Do the research/activities in which the Sponsor expects the visitor to be involved include activities related to the **proliferation of nuclear, chemical, or biological weapons or missile technology**? YES  NO
2. Do the research/activities in which the Sponsor expects the visitor to be involved include materials, technology, or services listed on the **Commerce Control List** covering items/data designed for commercial purposes but also having military applications), or the **Munitions List** covering items/data considered "inherently military in nature"? YES  NO
3. Can the research/activities in which the Sponsor expects the visitor to be involved be categorized as "**fundamental research**"? (In other words, while at NDSU will the visitor be conducting basic or applied research that ordinarily will be published and broadly shared within the scientific community?) YES  NO

*The export control regulatory schemes acknowledge the importance of open, fundamental research at universities. Basic and applied research in science and engineering, conducted on campus and resulting in information that is ordinarily published and shared broadly within the scientific community, generally is considered to be "fundamental research" and is excluded from export license requirements. In order to be considered "fundamental research," the research cannot be subject to restrictions on the publication of the information resulting from the research, and cannot exclude participation of foreign nationals. If NDSU or the researcher accepts broader restrictions on the publication of the results – whether formally (such as in a sponsored research agreement) or informally (such as a "handshake" agreement) – or has agreed to accept specific national security controls – then the fundamental research exclusion will not apply.*

See also:  
[NDSU Export Controls FAQs](#)

**Attestation:** If, at any time during the visitor’s collaboration and/or employment, I become aware that [technology or technical data](#) (access hyperlink to see list) have/are/or will be released to the visitor in ways that were not anticipated, or that work in visitor’s lab is governed by a confidentiality agreement of any kind, I will immediately notify NDSU’s Export Control Officer. Additionally, I will notify NDSU’s Export Control Officer before the visitor begins work activity(ies) outside of my control or knowledge.

(Exchange) Visitor’s Name: \_\_\_\_\_

**NDSU Host Faculty/Supervisor**

\_\_\_\_\_ (printed name) \_\_\_\_\_ (electronic/original signature) \_\_\_\_\_ (date)

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**Approvals**

**Department Head/Chair/Director**

Approved       Denied

\_\_\_\_\_ (printed name) \_\_\_\_\_ (electronic/original signature) \_\_\_\_\_ (date)

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**College Dean/Associate Dean**

Approved       Denied

\_\_\_\_\_ (printed name) \_\_\_\_\_ (electronic/original signature) \_\_\_\_\_ (date)

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**Export Controls Administrator**

Forward completed form to [ndsus.exportcontrols@ndsus.edu](mailto:ndsus.exportcontrols@ndsus.edu), (701) 231-6455

**Visual Compliance Completed**

Approved       Denied

**Notes**

\_\_\_\_\_ (printed name) \_\_\_\_\_ (electronic/original signature) \_\_\_\_\_ (date)

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Upon completion of vetting through Visual Compliance, a copy of this request form will be forwarded to Faculty Immigration Services, the host faculty member and the department head/chair/director.