

General Notice: Visitors

University of Pittsburgh

Office of Export Controls Services – EChelp@pitt.edu



STEP 1: RESTRICTED PARTY SCREENINGS (RPS) AND EMBARGOED COUNTRIES CHECKS

The University of Pittsburgh requires the Pitt Research Community to ensure that campus Visitors are not listed on one of the Federal Restricted Parties Lists. For this purpose, **Departments/Schools should perform a [Restricted Parties Screening \(RPS\)](#) on ALL Visitors** (regardless of their citizenships and permanent resident statuses) it will host, **as well as the Visitors' affiliated institutions.**

For more information on how to perform a RPS: Please read the "[Steps for performing a Restricted Party Screening](#)" guidance document. Page 3 provides important tips and recommendations, such as:

- You should conduct 2 separate RPS: one on the individual's name, and another on the institution's name;
- You should not enter the geographical location (city/state/country) as you will never know where the individual or entity was prosecuted;
- Etc.

RPS Results: Save (in PDF format) or print the search results page for your records.

- If there is no exact match*, i.e. you obtain a "no matching records found", you can proceed with your transaction without contacting the Office of Export Controls Services (OEC).
- If there is an exact match*, please send an email to the OEC at EChelp@pitt.edu (please attach the RPS page to your email and provide us as much information as possible about the party, i.e copy of passport, resume etc.). Until the OEC has cleared the Visitor, you should not transfer, transact or host the party.

STEP 2: EXPORT CONTROLS REVIEW

For Visitors participating/collaborating in Pitt Research, please contact the OEC to review any issue that may arise. To facilitate that review, **please complete the [Visitors - Export Controls Review form](#)** and send it to EChelp@pitt.edu. The OEC will review the Visit and provide its clearance and/or recommendations by email within 5 business days.

Please keep in mind that no export-controlled items, technical data and software can be disclosed or provided to Visitors to our campus.

The University of Pittsburgh also encourages the Pitt community to read the following brochures:

- [Visitors: Risks & Mitigations](#) - FBI

STEP 3: AGREEMENT

Completion of a **Visitors agreement** may be required depending on the purpose of the Visit. For more information, visit the Office of the Provost website: <http://www.provost.pitt.edu/arvoc/hostdept.html>

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Export License. It takes approximately 6 to 8 weeks to obtain an Export License (official authorization) from the U.S. Government.

Learn more. <http://www.export.pitt.edu>

Training. <http://www.citi.pitt.edu/citi/>

Get Help. EChelp@pitt.edu

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