

# International Shipment Instructions

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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 main navigation bar contains links for About, Students, Parents, Alumni, Academics, Research, and Athletics. The breadcrumb trail reads: HOME / DEPARTMENTS / RESEARCH / RESEARCH COMPLIANCE AND ASSURANCE / EXPORT CONTROL / INTERNATIONAL SHIPPING. The page title is "International Shipping". A note states: "NOTE: An International Shipment Request form must be completed and reviewed for potential export control regulations **PRIOR** to the shipment." The main content explains that shipping controlled physical items (scientific equipment, technology, etc.) from the U.S. to a foreign country may require an export license from the Department of Commerce. 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 states: "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

**Second Item to be Exported** \* must provide value

Expand

**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

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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.