Office of Research Integrity & Assurance
4400 University Drive, MS 6D5, Fairfax, Virginia 22030
Phone: 703-993-2308

For Use When Traveling with Mason-Owned Equipment

Laptop Certification
For International Travelers

Members of the George Mason University ("Mason") community are required to comply with the U.S. laws that regulate the transfer of items, software, information, and technology (including laptop computers and programs and data saved or installed on them) to destinations outside of the United States.

This certification should only be completed after discussing your travel and the relevant export control requirements with the Office of Research Integrity & Assurance (ORIA). **This certification must be completed and submitted to export@gmu.edu prior to the travel described below.**

1. I have discussed my upcoming travel with ORIA. ◯ Yes ◯ No
2. I will take my laptop abroad only as a "tool of the trade" to conduct Mason business. I will return the laptop to the U.S. no later than 12 months after the date of export. ◯ Yes ◯ No
3. I will maintain effective control of the laptop while abroad. (That is, I will retain physical possession of it, or I will secure it in a location such as a hotel safe or a locked and guarded facility.) ◯ Yes ◯ No
4. I will promptly report to ORIA the loss or theft of the laptop, or any suspected unauthorized access to it. ◯ Yes ◯ No
5. The countries I am visiting and the dates of my travel are as follows:

Country(ies)	*Departure Date (mm/dd/yy)*	*Return Date (mm/dd/yy)*

6. Indicate one of the following by checking ONE of the following boxes:

◯ I certify that the University laptop that I am taking with me on the travel described above does not contain any information, technical data, or technology that would require a license for export under any U.S. export control regulation, including the Export Administration Regulations (15 CFR §§730-774) and the International Traffic in Arms Regulations (22 CFR §§120-130).

OR

◯ I certify that the University laptop that I am taking with me on the travel described above contains information, technical data, or technology that does requires a license for export, but this export is allowed under the license or license exemption indicated below. I further certify that I have discussed this license or license exemption with ORIA, and that I will comply with all of the requirements of this license or license exemption.

License Number or License Exception or Exemption

I certify that to the best of my knowledge and belief all of the information on this form is correct. I also understand that failure to report completely and accurately may result in export control and/or sanctions violations punishable by criminal or civil penalties. If any of the responses to these questions change, I will contact ORIA regarding export compliance.

Printed Name:

Digital Signature (or print, hand-sign, date and send pdf to ORIA at export@gmu.edu)