



Office of Research Integrity and Assurance
 4400 University Drive, MSN 6D5, Fairfax, Virginia 22030
 Phone: 703-993-5522 Fax: 703-993-9590

AES Federal Filing Request Form

Shipping or hand carrying Mason-owned laptops or equipment to **China, Russia, or Venezuela** requires an advanced Electronic Export Information (EEI) filing with the U.S. Government, as does hand carrying Mason-owned laptops for pre-approved travel in **Cuba**. In order for our office to prepare that filing, please provide the below information prior to export. If you are using a freight forwarder for shipping, confirm that they will prepare the EEI filing.

Destination: China: _____ Russia: _____ Venezuela: _____ Cuba: _____

For laptops:

Specific make/model: _____
 Serial number: _____ Weight: _____ Value: _____

For Equipment:

Specific make/model: _____
 Quantity: _____ Shipping weight: _____ Value: _____
 Export Control Classification Number (ECCN): _____
(Request this information from the manufacturer. For more information see [Export Administration Regulations \(EAR\) \(doc.gov\)](#))

For hand carries:

Date of departure: _____ Time of departure: _____
 Name of departure airport: _____
 Name of Airline: _____ Flight number: _____
 Address where you are staying at your destination: _____

Complete and submit the Mason Laptop Export Certification Form (or the Non-Laptop Equipment Certification): [Export Control Forms - Office of Research Integrity and Assurance \(gmu.edu\)](#)

For shipments:

Shipment date: _____
 Port of export: _____ Method of transportation: _____
 Carrier: _____

Complete and submit the International Shipping Consultation Form: [International Shipments and Recordkeeping Requirements - Office of Research Integrity and Assurance \(gmu.edu\)](#)

I certify that to the best of my knowledge and belief all of the information on this form is correct. **If any of the responses to these questions change, I will contact ORIA immediately.**

Signature: _____ Printed Name: _____ Date: _____