



MEMORANDUM

DATE: January 18, 2023

TO: University Campus Community

FROM: Dusty Layton, Executive Director
Office of Research Compliance and Assurance

RE: International Shipping Policy: Exports and Review of International Shipments

This memorandum introduces new policy and procedure regarding international shipping.

Published works and personal correspondence are not subject to export controls and, therefore, can be shipped to international recipients without needing to submit an International Shipping Request Form, unless the total value of the shipment exceeds \$2499.

“Published works” include scholarly works (journals, individual articles, textbooks, presentation papers, publicly available theses and dissertations, posters etc.), published books, and similar printed material.