INTERNATIONAL SHIPPING

Individuals engaging in international shipments should contact the Office of Export Control before shipment occurs. For items that are to be exported, either temporarily or permanently, an export classification and restricted party screening of the recipient should be completed by the Office of Export Control.

Individuals may contact the Office of Export Control in a number of ways:

1. Informally, via email to drunge@uga.edu
2. For basic low-cost research equipment or tools, personal communication or electronic devices, or otherwise simple technology/hardware, via the basic “Equipment Abroad” form
3. For research equipment or tools that are high technology, of significant value, or will be used by foreign nationals internationally, via the more in depth “Request to Ship Equipment/Materials out of the U.S.” form

Materials that require a Material Transfer Agreement should be coordinated with Innovation Gateway.

Dangerous Goods & Hazardous Materials shipments should be reviewed by Environmental Safety.

Biosafety should be consulted when shipping biohazardous materials.

Material being returned to a vendor must be reviewed via the Mail & Receiving Services “Material Return Slip and Shipping Permit” form.

The University has a contracted customs broker that may assist with freight forwarding and other logistics for larger items or ocean freight, for example. The broker primarily assists with imports.

Documents or promotional items are not necessarily required to be reviewed, unless they contain confidential or otherwise sensitive technologies or information.

Items to be shipped to Cuba, Iran, North Korea, Sudan, Syria, or Ukraine require oversight and potential U.S. government permission, regardless of the item to be shipped.

Please contact the Office of Export Control with questions or concerns.