

Shipping Review Form

Shipper's Name (Print): _____ Date: _____

Shipper's Email: _____ Shipper's Phone: _____

Activity Number (10 digit) (Required): _____

Department Name (Required): _____

-----OR-----

Project	
Fund (for Cost Share only)	

Is this shipment to an international destination? YES NO

Is this shipment destined for Iran, Syria, North Korea, Cuba, China, Russia, and/or Venezuela? YES NO

ALL INTERNATIONAL SHIPMENTS MUST ALSO COMPLETE ATTESTATION ON PAGE TWO OF THIS FORM FOR PROCESSING.

	CODE	TYPE OF MAIL	Number of Pieces	Amount Spent (Mailroom Use Only)	
1	First Class	Priority Mail/ Express Mail.			
2	First Class	Letters			
3	First Class	Flats			
4	Certified	Keep Separate—US only- No Indemnity. Show Name & Dept. on Return Receipts			
5	Registered	Separate Domestic from International. Show Name & Dept. on Return Receipts.			
6	Insured	Must show VALUE: _____. Show Name & Dept. on Return Receipts.			
7	Foreign	Must be separated from Domestic Mail on another Voucher.			
8	Bulk Mail	US only. 200 pieces or more. Sealed, identical in Content & Weight.			
9	Postage Due	Business Reply/ Short Paid.			
10	Parcels	Packages.			
11	Media Mail	Books.			
12	Library Mail	Media transferred between institutional library facilities.			
			Qty	Dollars	Cents

"I certify that the pieces of mail indicated on this voucher do not contain personal mail."

Authorized Signature: _____

MAIL ACCOMPANIED BY AN INCOMPLETE VOUCHER WILL NOT BE PROCESSED

INTERNATIONAL SHIPMENTS

Failure to obtain an export license (when required) and/or failure to correctly complete U.S. Customs filing information may result in significant criminal and monetary penalties for both individual shippers and the institution. International Shipping Reviews are completed by the Export Control Office prior to shipment. More information is available on the FIU Export Control website: <https://exportcontrol.fiu.edu/activities/ship-abroad/>.

PROCEDURE:

Step One: Read Instructions below and determine whether the International Shipment requires FIU's Export Control Office to conduct an Export Control Review. If **not**, mark the **Attestation that No Export Control Review is Required** box below, sign and submit to Mail Services. If **yes**, proceed to step two.

Step Two: For shipments requiring an Export Control Review, you must complete the [International Shipping Review Request Form](https://forms.fiu.edu/view.php?id=522775) (<https://forms.fiu.edu/view.php?id=522775>) online and receive approval from the Export Control Office **BEFORE** sending your shipment to Mail Services.

Step Three: Once the Export Control Review is completed and you have received **Export Approval**, please mark the **Export Control Approval is Attached** box below, sign, attach the **Export Approval** to the Shipping Voucher and submit to Mail Services.

INTERNATIONAL SHIPMENTS REQUIRING EXPORT REVIEW WILL NOT BE SHIPPED UNLESS EXPORT APPROVAL IS ATTACHED.

INSTRUCTIONS:

ALL international Shipments to Iran, Syria, North Korea, Cuba, China, Russia, and/or Venezuela **MUST** be reviewed by the Export Control Office prior to shipment.

For international shipments to countries **other** than those listed above, **NO** Export Control approval is required for the following exempted items:

- Basic laboratory supplies such as test tubes, beakers, etc. ("Basic Lab Supplies" do NOT including chemicals, materials, electronics, biologics, and/or other items developed at the University, which DO require export review.)
- Basic office supplies
- Personal items such as clothing, toiletries, beauty products, etc.
- Textiles
- Household goods
- Promotional items (ex. cups, pens, folders, sweatshirts)
- Food products
- Artwork and artifacts
- Currency
- Documents containing published/publicly available technical data or non-technical data, including but not limited to course-related academic materials, diplomas, immigration paperwork, and copies of legal documentation.

Check one and sign:

- Attestation that No Export Control Review is Required**
I certify that:
- 1) I have read the Instructions above; and
 - 2) This International Shipment falls into one of the exempted items; and
 - 3) This International Shipment **is not** being shipped to Iran, Syria, North Korea, Cuba, China, Russia, and/or Venezuela.
- Export Control Approval is Attached**

Name: _____ Signature: _____ Date: _____