Academic Visitor Program

Step 2 Checklist: Visitor Screening and Export Controls Review

**Screening Requirements for Category 2 and 3 Academic Visitors**

Information on all prospective Category 2 and 3 Academic Visitors, regardless of citizenship, must be entered into the MyEC system. The system also can be used for Category 1 Visitors, but is not mandatory.

Links to the relevant section on the Academic Visitor website are included in the first column under Action.

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible Office(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ MyEC Record Creation and Submission</td>
<td>Host Department</td>
</tr>
<tr>
<td>☐ Restricted Party Screening</td>
<td>Office of Trade Compliance</td>
</tr>
<tr>
<td>☐ Export Controls Review</td>
<td>Office of Trade Compliance</td>
</tr>
<tr>
<td>☐ Embargoed Country Check</td>
<td>Office of Trade Compliance</td>
</tr>
</tbody>
</table>

**Recommended Review Criteria and Other Considerations**

- ☐ Restricted Party Screening*
- ☐ Individual’s Name, Citizenship(s), and Copy of Passport*
- ☐ Home Institution and Institution’s Country Location*
- ☐ Financial Supporter and Supporter’s Country Location*
- ☐ CV, Biographical Sketch, School Transcripts, and/or Related Background Information
- ☐ Current and Potentially Past Institutional, Governmental, Military, etc., Affiliations
- ☐ Expected Access To Restricted/Sensitive Facilities and Technologies
- ☐ Information Obtained from Interview Conducted with Potential Visitor

* Completed or evaluated automatically by the Office of Trade Compliance for any Visitor who is entered into the MyEC system. Under some circumstances, additional information may be required to complete a review.

**Related Information**

See the Academic Visitor website, specifically Step 2: Visitor Screening and Export Controls Review, for additional information regarding Visitor screenings and related topics.

Contact the Visitor Liaison with any questions related to these procedures.