

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.

<u>Action</u>	<u>Responsible Office(s)</u>
<input type="checkbox"/> MyEC Record Creation and Submission	Host Department
<input type="checkbox"/> Restricted Party Screening	Office of Trade Compliance
<input type="checkbox"/> Export Controls Review	Office of Trade Compliance
<input type="checkbox"/> Embargoed Country Check	Office of Trade Compliance

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.