



Restricted Party Screening Request

You must download to your desktop before completing. Once completed, save prior to sending or all info will be lost.

Please read the following in its entirety before completing the form

In response to federal regulations, the University of Miami (UM) requires restricted party screening (RPS) to be conducted on persons and entities before engaging in any business transaction. This form is to be used for persons and entities who are not captured under other UM processes, such as DS-2019, I-129, and vendor applications. Examples of when to use this form would be: screening a student who is being assigned to work on a federally sponsored research project; entering into discussions with a person, or entity where a non-disclosure agreement is required; hosting a foreign person who is coming to UM on any visa type except H-1B, H-1B1, O-1A, L-1, or J-1.

INSTRUCTIONS:

- This form is to be completed and submitted by the requesting department.
 - Individuals coming to UM on an H-1B, H-1B1 Chile/Singapore, O-1A, or L-1 visa type are to use form EXPORT-F-001. Individuals coming to UM on a J-1 visa are to use EXPORT-F-006. Both of these forms and the standard operating procedures (SOPs) can be found on the Export Control Compliance website.
- Please be sure to type in the field "Individual Name" as it appears on his/her passport or driver license. Do not use titles, abbreviations, or nick names. (e.g., Dr., Mr., Ph.D., MD)
- If you are not certain how to answer a question, please do not check "no". Instead, please contact the Export Control Compliance office at: exportcontrol@miami.edu.
- The form is to be returned to the Export Control Compliance office mailbox of the person or entity to be screened in the subject line. You may copy on the "Cc" any relevant persons except the person or entity being screened as this is an internal process not to be shared. (see example below)

To...	exportcontrol@miami.edu ;
Cc...	Collins, William Jesus ;
Subject	SEBASTIAN THE IBIS

Information:

- Reviews are typically completed within **2 business days** provided no additional information is needed. Once reviewed, the final decision will be emailed back to the requestor and any other UM personnel as appropriate.
- If it has been determined that an export license is required for the foreign person being sponsored, a separate process will begin to initiate the license application.
 - It is important to note that it can take several months for a license application to be processed by the U.S. Government, and there is no guarantee that an export license will be granted.
 - Questions regarding export licenses may be addressed with UM's Director, Export Control Compliance. Email: exportcontrol@miami.edu or telephone (305) 284-9558.



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Requestor Information

Requestor Name: Date: UM Department:
 Campus: Requestor Email: Requestor Phone:

Please provide a brief summary of the reason¹ why you are requesting a Restricted Party Screening (RPS):

Requestor Information

Company Name: Individual Name: **(as on Passport)**
 Position/Title: Address:
 City: State: Zip Code:
 Country : Arrival Date: Departure Date:
 Country of Citizenship: If foreign person, please identify visa type for which he/she is entering the United States

Requestor Information

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Is a non-disclosure agreement (NDA), or other similar documentation required for the business transaction taking place?
<input type="checkbox"/>	<input type="checkbox"/>	Will the individual be working with or have access to high-technology equipment such as ² : high-energy lasers, underwater acoustics, accelerometers, SONAR, satellite, nanotechnology, night-vision goggles, spectrometers, towed array systems, hydrophones and related systems, bi-static radar, multi-phased array radar, spectrum analyzers for intelligence purposes, UAVs, AUVs, ROVs, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	Will the individual be on a UM contract or grant?
<input type="checkbox"/>	<input type="checkbox"/>	Will the individual be assigned to work on or have access to research that is inherently military?
<input type="checkbox"/>	<input type="checkbox"/>	Will the individual be working with or have access to any of the select agents and/or toxins which are also within the seven categories of experiments identified under the U.S. Government's Policy on Dual-Use Research of Concern?
<input type="checkbox"/>	<input type="checkbox"/>	Will the individual be assigned to work on or have access to projects sponsored by a foreign government, foreign agency or other foreign entity type?
<input type="checkbox"/>	<input type="checkbox"/>	Is the individual part of an exchange program from a foreign university or other institution? If yes, please identify the name of the university / institution: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Will the individual have access to a UM laptop or cell phone?

For Use By the Export Control Compliance Office

RPS Completed Date: Applicant Cleared Applicant Not Cleared

Comments:

¹e.g., Guest speaker, consultant, student assigned to research project, entering into discussions for business opportunity, etc.

²The items listed are not inclusive. Contact the [Director, Export Control Compliance](#) for questions about specific equipment.