

University of Central Florida
Office of International Collaboration and Export Control
NON-IMMIGRANT EXPORT CONTROL QUESTIONNAIRE
(See Instructions Page)

A complete questionnaire contains a comprehensive narrative of the Non-Immigrant’s activity and all required supporting documentation.

1. Department Information

Name of UCF Personnel Completing this form:

Email/ Telephone:

Name of UCF Employee to whom applicant will report:

Email/ Telephone:

Department/ Unit/Center/Facility:

2. Non-Immigrant Biographical Information

Non-Immigrant name: UCF Employee/Student ID Number (if applicable):

Date of Birth (mm/dd/yyyy):

Country of Birth:

Country of Citizenship:

Current Home Institution(s)/Employer(s) and Position/Title (list all that apply):

3. Non-Immigrant Visa Classification

Intended immigration Status (Visa Type):

Employment Classification (Check all that apply)

Student/Employee

UCF Student (non-UCF employee) UCF Student Employee (OPS, GRA, GTA) UCF Employee (Post Doc, A&P, Faculty)

Non-Student/Non-Employee

Visiting Scholar (employee) Non-UCF Student Visiting Scholar (non-employee) Volunteer
Consultant International Collaborator Other

4. UCF Compensation

Will the foreign person be compensated by UCF?

Yes No If yes, specify the department, contract, or grant Account Number.

Was the individual screened through the UCF Florida Statute 1010.35 Screening Process for Research Positions.

Yes No Unknown

5. Affiliations and External Funding/ Compensation

Will the foreign person be performing any activity on behalf of, or with any non-UCF entity on an uncompensated basis?

This includes performing any outside activity on behalf of a 3rd party such as consulting, advising., executing an option agreement, IP agreement, etc.

Yes No If yes, specify.

Is the foreign person currently on a leave of absence or any other arrangement with a foreign entity, while in the U.S.?

Yes No If yes, specify the entity.

Does the foreign person have any type of employment or compensatory arrangement with an outside entity, whether in the U.S. or abroad?

Yes No If yes, specify the entity.

**\*\*\* Internal UCF Document – release of questionnaire to outside entities including non-immigrant applicant is prohibited \*\*\***

Is the foreign person receiving some portion of salary (e.g. 75% of annual salary) from a foreign source or entity while in the U.S.?

Yes No If yes, specify the entity and type of compensation (e.g. living expense).

Is the foreign person receiving non-salary related funding from a foreign source for the U.S. visit or for the activity on which they will participate (e.g. is the visitor being paid by a foreign source to work for you for free?)

Yes No If yes, specify the source of funding.

Is the foreign person receiving any funding or compensation from any non-UCF entity, whether in the U.S. or abroad that has not already been disclosed in Section 5?

Yes No If yes, specify the source of the funding/compensation and the intended use (e.g. salary, living expenses etc.)

## 6. Activity Information

---

Assignment/Purpose (Select at least one; check all that apply)

Employment

Research related to foreign person's thesis or dissertation  
(provide comprehensive narrative below)

Educational, Academic Exchange or International Collaboration

Participate in Sponsored Research  
(provide comprehensive narrative below)

Attend a Conference

Participate in Un-sponsored Research  
(provide comprehensive narrative below)

C Consultant, international collaboration, or trade delegation

Comprehensive narrative:

## 7. Activity Description

---

Provide a comprehensive narrative that describes the proposed assignment, purpose and activities of the foreign person. If the assignment involves participating in research, provide a description of the research including a description of the technology that is included in that research if there is any.

Will the foreign national (You must answer these questions regardless of whether they apply):

Be provided access to any unpublished, proprietary or confidential information, items, materials, software, prototypes, articles or technology or technical data?

Yes No Unknown If yes, specify

Contribute to any research program sponsored by the Department of Defense, NASA, Energy or other defense industry sponsors, including SBIR, STTR, or U.S. defense industrial base flow-thru awards?

Yes No Unknown If yes, specify

Access any know-how, items, materials, technology or technical data subject to any non-disclosure agreement, invention disclosure, or invention secrecy order, or anything that is not public or that cannot be made public?

Yes No Unknown If yes, specify

**\*\*\* Internal UCF Document – release of questionnaire to outside entities including non-immigrant applicant is prohibited \*\*\***

Will any of the activities be related to the development of a new or emerging technology? If yes, will any portion be withheld to protect proprietary or confidential information?

Yes No Unknown If yes, specify

List all parties and research groups the foreign person will be working with below. *(The foreign person will be limited to working with these individuals and cannot affiliate with any other research groups without approval)*

## 8. Access & Use of Research Equipment & Facilities

---

None Apply

Will the foreign person visit, access, or work at university labs and research centers and institutes?

Yes No Unknown If yes, specify.

Will the foreign person access or operate research instruments or equipment?

Yes No Unknown If yes, specify.

Will the foreign person require access to U.S. government furnished IT systems, equipment, technical data, information, or software?

Yes No Unknown If yes, specify.

Will the foreign person require access to encryption software or source code, or work with encryption software in any manner?

Yes No Unknown If yes, specify.

Will the foreign person require use of the UCF High performance Computing center?

Yes No Unknown If yes, specify.

## 9. Additional Supporting Documents *(Check applicable blocks to indicate you are attaching the supporting documentation)*

---

Resume/Curriculum Vitae  
(REQUIRED unless provided for Pre-Offer review)

Job/Position Description  
(If available)

Financial Support Information  
(REQUIRED unless provided for Pre-Offer review)

Letter of Government/ Academic Support

Offer Letter

Other Amplifying Data

Passport  
(Unless provided for Pre-Offer review)

Correspondence

## 10. Additional Comments

---

## 11. Sponsor Signature

---

By signing below, I hereby affirm that the information provided is true and correct to the best of my knowledge.

A complete questionnaire contains a comprehensive narrative of the Non-Immigrant's activity and all required supporting documentation. Submit questionnaire with attachments via email to OICEC@ucf.edu. For questions contact the Office of international Collaboration and Export Control at 407-823-5005.

**\*\*\* Internal UCF Document – release of questionnaire to outside entities including non-immigrant applicant is prohibited \*\*\***

**NON-IMMIGRANT EXPORT CONTROL QUESTIONNAIRE INSTRUCTIONS:**

Complete this form and submit either an electronic or hard copy to the Office of International Collaboration and Export Control (“OICEC”) prior to hiring or hosting any non-immigrant foreign person. OICEC will communicate directly with the host, sponsor, or supervisor to obtain additional information to conclude the assessment.

**General Notes:**

UCF and all members of the university community are required by federal law to comply with U.S. export control laws, sanctions, and embargoes when hosting, employing or otherwise engaging with non-immigrant foreign persons, such as hosting exchange visitors. UCF has established a monitoring and compliance program in accordance with [UCF Policy 4-209 “Export Control Policy.”](#) This questionnaire collects critical information allowing OICEC to conduct a compliance assessment of the proposed visa petitions and/or activities of foreign persons. This compliance assessment is conducted to comply with the requirements of the U.S. visa laws and to assist the UCF community in determining whether an export control license may be required before a foreign person could engage in certain activities. The information provided in these instructions is meant to help address some of the frequency asked questions that can come up when completing the form. You should make sure to complete the entire form before submitting it for review. Failure to complete the entire form, may result in processing delays.

**A complete Non-Immigrant Export Control Questionnaire package consists of:**

1. The completed and signed (by the host/sponsor/supervisor) **NON-IMMIGRANT EXPORT CONTROL QUESTIONNAIRE (Questionnaire)**
2. Detailed narrative as to the anticipated activity of the Non-Immigrant visitor.
3. Supporting documentation, including:
  - Resume/ Curriculum Vitae (Required, unless provided for Pre-Offer review),
  - Job/ position description (If Available),
  - Financial support information (Required, unless provided for Pre-Offer review),
  - Passport (including dependents, unless provided for Pre-Offer review),
  - Offer Letter,
  - Letter of Government/ Academic Support,
  - Correspondence between the foreign person and the host initiating the visit, and
  - Other Amplifying Data (box on the Questionnaire should only be selected if you have supporting documents that are not specifically listed).

**Preparing and Submitting the DS-2032 Registration Package**

1. Retrieve a blank copy of the Questionnaire from the Office of International Collaboration and Export Control (“OICEC”). Line-by-line instructions for completing the Questionnaire provided below.
2. Once signed, the Questionnaire can no longer be revised.
3. Submit the signed Questionnaire via email to [OICEC@ucf.edu](mailto:OICEC@ucf.edu) with supporting documents attached
4. Please allow 5 to 14 business days for review.
5. Once OICEC has completed its review, the host/sponsor/faculty will receive a memo via email (person completing the form CC'd) for attachment to the UCF Global DS2019 Online Request.

**Note:** Direct questions on completing the questionnaire to the OICEC at [OICEC@ucf.edu](mailto:OICEC@ucf.edu) or call 407-823-5005 (Nino), or 407-882-0144 (Lisa). DS2019 Online Requests will not be accepted without an OICEC memo or email attached.

**Block 1:**

- o Enter the following Department Information into the appropriate field:
  - Name of the UCF staff or faculty member completing this form. *Note:* Persons completing this form must be a UCF employee and not the foreign person of which this data is being collected.
  - Enter the email address and telephone number of the UCF employee completing this form.
  - Enter the name of the UCF employee who is requesting to hire or host the foreign person. This may include the supervisor, sponsor, or faculty member.
  - Enter the email address and telephone number of the employee requesting to hire or host the foreign person. *Note:* This may not be the same email address of the person completing this form
  - Enter the department that is hiring or hosting the foreign person.

**Block 2:**

- o Complete all biographical information fields as follows: *Note:* If necessary, this information should be requested from the foreign person.
- Input the non-immigrant name, EMPLID (if available), DOB, country of birth, citizenship(s), and current home institution (e.g., the name of foreign university the foreign person is employed by or attending).

**Block 3:**

- o Select the intended visa type as appropriate.
- o Select the employment classification of the foreign person while they are at UCF. See below for the Non-immigrant employment classifications:
  - *UCF Student (non-employee)* means: A foreign person registered with the Registrar's Office, currently enrolled in a UCF official catalogue course, who is not receiving monetary compensation via biweekly paychecks by UCF.
  - *UCF Student employee* means: A foreign person registered with the Registrar's Office, currently enrolled in a UCF official catalogue course, who receives monetary compensation via biweekly paychecks by UCF, such as OPS student workers, GA, GRA, GTA, etc.?
  - *UCF employee* means: A foreign person regularly and directly employed by UCF; or an individual in a long-term (9 months or more) contractual relationship with UCF where the individual works exclusively at UCF facilities; works under the direction and control of UCF; works full time or part time for UCF; and has executed a non-disclosure agreement with UCF, such as a Post Doc, A&P, Adjuncts, OPS Non-Students, OPS Research Associates/Scientists, USPS, Medical Residents, or Faculty.
  - *Non-UCF student means:* A foreign person not registered with the Registrar's Office and not currently enrolled in a UCF official catalogue course.
  - *Non-employee* means: A foreign person not directly employed by UCF. Examples include: volunteers, unpaid visiting scholars & scientists, consultants, collaborators, trade delegation representatives and other guests, such as (B-1) business visitors.

**Block 4:**

- o Identify and provide any UCF Compensation information.
- o Identify whether the individual was screened through the UCF Florida Statute 1010.35 Screening Process for Research Positions.

**Block 5:**

- o Identify any compensation provided by any external affiliate as appropriate. *Note:* If necessary, this information should be requested from the foreign person.

**\*\*\* Internal UCF Document – release of questionnaire to outside entities including non-immigrant applicant is prohibited \*\*\***

**Block 6:**

- o Select the assignment type or purpose (e.g., employment) or purpose (e.g., participate in sponsored research) of the foreign person (select all that may apply)
- o Provide a comprehensive narrative of the assignment type or purpose of the individual's visit.

**Block 7:**

- o Provide a comprehensive narrative that describes the proposed assignment (e.g., job duties, volunteer activities, visiting scholar activities, or purpose of the visit).
  - For research-based assignments, provide a written narrative that characterizes the research activity being performed by the foreign person to include a description of the technology that is included in the research if there is any.
  - Select if the foreign person will access any proprietary data or information related to their proposed assignment.
  - Select if any of the foreign person's activities will contribute to DoD-related research.

**Block 8:**

- o Select whether the foreign person will access and use research facilities, equipment and instruments and specify where necessary.

**Block 9:**

- o Check the applicable blocks to indicate you are submitting the associated support documentation. Note the exception to required documents if they were provided during Pre-Offer review.

**Block 10:**

- o Provide additional comments as necessary.

**Block 11:**

- o Have the UCF Employer/Host/Sponsor/Faculty sign the questionnaire. Note: Hard copy signatures or signatures via Adobe or DocuSign are acceptable)