



INTERNATIONAL TRAVEL GUIDANCE  
UPDATED SPRING 2023

As part of FSU's obligations to comply with state laws designed to combat foreign influence on research activities and reduce risks associated with international travel,<sup>1</sup> we have compiled this short guidance document on the topics addressed by section 1010.36, Florida Statutes. This guidance is intended to supplement other laws, policies, and procedures with which you may already be familiar, including FSU's general Travel Policy, which you can review [here](#), and International Travel, Safety, and Risk Management Policy – Faculty and Staff, available [here](#). Please review each section below before completing your International Travel Attestation Form.

I. COUNTRIES UNDER SANCTIONS

- a. State Sponsors of Terror (Federal). Travel to countries listed as State Sponsors of Terror by the U.S. Government is not permitted. This list includes Cuba, Iran, North Korea, and Syria but is subject to change (click [here](#) to review the current list). Requests to travel to these countries on University business will not be approved, and reimbursement cannot be provided.
- b. Countries of Concern (State). In addition to the State Sponsors of Terror, the State of Florida has listed China, Russia, and Venezuela as “countries of concern.” Travel to these three countries is not automatically prohibited, but additional recordkeeping and reporting on activities within them is required and approval of travel to these countries may be conditional. You should also be aware that travel to Ukraine, Belarus, and Moldova, while not prohibited, may not be approved, or approvals may be conditioned on completion of a risk management plan. If you have an opportunity to travel to a country of concern or a country of high risk on university business, please plan well in advance and coordinate with the Office of Compliance and Ethics.

II. FEDERAL LICENSE REQUIREMENTS, EXPORT CONTROL

- a. The REAL ID Act of 2005. Deadlines for implementation of the REAL ID Act have been delayed until May 2025. A REAL ID is not a substitute for a passport; you must have a current passport to fly internationally.
- b. Export Control Licenses. Travel to a foreign country to engage in collaboration or taking equipment or data out of the U.S. may require an export control license. Please review FSU's guidance on export control license requirements [here](#). If your travel requires an export control license, it must be obtained prior to your departure.
- c. Export Control Process. FSU utilizes the RAMP Export Control module and Visual Compliance™ screening tool for consideration of export control license requests and identification of restricted parties. Contact the Office of Research Compliance well in advance of your departure date to ensure you have all necessary permissions.

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<sup>1</sup> “International” or “foreign” travel refers to travel to any country (including Mexico and Canada) outside the continental United States, Alaska, and Hawaii. Travel to the noncontiguous U.S. locations of American Samoa, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Virgin Islands, and Wake Island is considered foreign travel.



### III. RESTRICTIONS ON PROPERTY TRANSPORT AND COLLABORATION

- a. Transport of University Equipment. Taking university equipment abroad is considered an export under export control rules. You must review the [Office of Research Compliance's International Travel Guidance](#) prior to taking any university-owned equipment (laptop, iPad, thumb drive, or electronic storage device). Consider taking a sanitized device with you to reduce the risk of theft, loss, or confiscation.
- b. Transport of University Data. Any data you take abroad on a university-owned device is considered an export under export control rules. Data that is restricted by state or federal law, confidentiality rules, contractual obligations, or classification status should not be taken abroad without approval from the Office of Research Compliance.
- c. Collaboration with Restricted Parties. The United States Government maintains lists of persons and entities with which collaboration, research, and business is prohibited. Interaction with restricted parties requires a license, and these licenses are not commonly granted or subject to exemption. Contact the Office of Research Compliance before you travel to ensure you are following federal requirements.

### IV. RISK MANAGEMENT STRATEGIES

- a. Travel Registration. Pursuant to [FSU Policy 3-18](#), faculty and staff travel must be preapproved and registered via the Concur system.
- b. Department of State Country-Specific Warnings. The U.S. Department of State provides specific information on international destinations and gives countries a risk rating of 1 (low) to 4 (high) at this [website](#). You should review the guidance for your travel destination(s) when booking and again before departure, as information and risk ratings may change. Any itinerary changes must be indicated in Concur.
- c. Additional Pre-Departure Materials. All international travelers must review FSU's published information prior to departure. Enroll in the [Canvas course](#) to review the materials.
- d. Access to FSU Systems. Some FSU systems do not operate in embargoed countries or countries of concern, and some countries block access to commonly-used websites and systems. Do not use public computers or public wifi to access your FSU e-mail, Canvas, or other systems while abroad. [Click here](#) for travel tips from FSU ITS.
- e. Insurance. International travelers are encouraged to enroll in international health and safety/security insurance. Please visit [global.fsu.edu](http://global.fsu.edu) for information on coverage availability through the University.
- f. Critical Incident Reporting and Emergency Contacts. International travelers must immediately alert FSU's International Travel, Safety, and Risk Manager or designee of any live-threatening incident, kidnapping, missing traveler, hostage situation, or other emergency. Travelers should periodically check their FSU email while abroad and carry a cell phone that can send and receive international calls and messages.

Thank you for reviewing this guidance. You may now complete your International Travel Attestation Form, located in Concur or on the Office of Compliance and Ethics' website (<https://compliance.fsu.edu>). Please contact us at [compliance@fsu.edu](mailto:compliance@fsu.edu) if you have any questions.