**Cuba Questionnaire**

Purpose of Questionnaire

While the Treasury Department’s Office of Foreign Assets Control (OFAC) has broadened the scope of General Licenses for certain authorized travel-related transactions to Cuba, the Cuba embargo remains in place and many transactions between U.S. citizens and Cuba continue to be subject to specific license approval (or denial) by OFAC as well as by other federal agencies.

As such, you may need U.S. government approval prior to exporting or taking with you certain equipment, devices, computer software or technical data, which may take approximately 60 to 90 days to obtain. In addition, you may need a specific license in order to travel or conduct certain activities, to the extent they are not covered by one of the allowable General Licenses.

Please complete the following questionnaire as fully as possible which will enable us to support your proposed travel to Cuba as expeditiously as possible.

1. Purpose of travel: (check all that apply)

[ ]  Journalistic activity (including but not limited to reporting, archiving, filming or other media engagement)

[ ]  Professional meetings (including conference attendance, organization, or giving presentations at a conference)

[ ]  Educational activities (including teaching, academic exchange)

[ ]  Public performances, clinics, workshops, athletic and other competitions, and exhibitions (attendance or presenting/leading)

[ ]  Medical/Humanitarian projects

[ ]  Engaging with activities of private foundations or NGOs

[ ]  Other (Describe):

1. Please list by name all parties involved in your travel program and arrangements to Cuba, including but not limited to co-organizing parties or individuals; Cuban institutional hosts; research/project collaborators; sponsors; external contributors; tour operators; and/or related logistical functionaries:
2. Please identify dates of proposed travel (including both departure from the U.S. and arrival back into the U.S.)
	1. If your professional/academic travel also includes a visit to a third country (countries) please specify reason for travel, destination and dates of travel to that third country (countries).
	2. If travel includes personal travel to a destination other than Cuba, please indicate the dates of this non-professional/academic travel segment.
3. If you are organizing a conference in Cuba, please provide the following information:
	1. What is the purpose and mission of the conference?
	2. What are the proposed conference dates?
	3. If there is a co-organizing entity or person, please identify by name and institution.
	4. Will there be any other parties organizing the content, curriculum, or agenda of the conference apart from c) above? If so, please list them here.
	5. Who will be managing on-the-ground conference logistics in Cuba?
	6. Do you have or will there be any service agreements with entities in Cuba for purposes of conference organization or logistics?

[ ]  Yes [ ]  No

If you have such an agreement, please provide a copy.

* 1. Do you anticipate that FIU will be paying for any of the foregoing services?

[ ]  Yes [ ]  No

* 1. Will FIU be hosting the conference registration on its web-site?

[ ]  Yes [ ]  No

* 1. Has approval been obtained from FIU Finance to use FIU website resources?

[ ]  Yes [ ]  No

* 1. Is there a proposed conference agenda (list/description of sessions) at this point?

[ ]  Yes [ ]  No

If yes, please provide a copy.

* 1. If you are planning to bring any specialized instruments, samples or prototype commodities with you for use or demonstration at the conference (excluding your laptop, camera or hand-held communication device), please list them here.
	2. Are you planning to publish the results of the conference?

[ ]  Yes [ ]  No

If yes, in what likely publications?

* 1. Are you planning any offsite excursions as part of or in addition to the conference schedule?

[ ]  Yes [ ]  No

If so, please describe (for example, off-site cultural excursions, meals, meetings with Cuban professional organizations or government officials).

* 1. If you believe that such social/recreational activities are directly related to the purpose of your trip, please provide justification of their relevance.
	2. Will anyone from FIU be volunteering to support the conference activities in any way (for example, onsite registration desk, translation, IT support, photography/video, etc.)?

[ ]  Yes [ ]  No

If yes, please identify these individuals.

1. If you are attending a conference in Cuba, please provide the following information:
	1. Who is the conference sponsor or organizing entity?
	2. How will you be paying for conference attendance registration?
	3. Are you planning any excursions or recreational activities in Cuba in addition to attendance at the conference?

[ ]  Yes [ ]  No

If yes, please describe.

* 1. If you believe that such social/recreational activities are directly related to the purpose of your trip, please provide justification of their relevance.
	2. If you are planning to bring any specialized instruments, samples or prototype commodities with you for use or demonstration at the conference (excluding your laptop, camera or hand-held communication device), please list them here.
1. If you are participating in other professional or educational activities in Cuba besides a conference, please provide the following information:
	1. Please describe the nature of your proposed activities.
	2. Who are your professional contacts/collaborators in Cuba?
	3. Will you remit payment to any party or parties in the course of your activities? If so, please specify who and for what purpose.
	4. Will you retain any services while in Cuba? Please describe.
	5. In conjunction with your travel, do you intend to participate in any social, recreational or other informal activity that is not directly related to the primary purpose of your trip?

[ ]  Yes [ ]  No

If yes, please describe.

* 1. If you believe that such social/recreational activities are directly related to your professional or educational purpose for the trip, please provide justification of their relevance.
1. For all travelers: to further determine whether there are any control issues, please answer the following questions:
	1. If you are planning to bring any specialized instruments, software, research tools, samples or prototype commodities with you (separate from any that may be intended for use/demonstration at a conference and excluding your laptop, camera or hand-held communication device), please list them here).
	2. Will you be transferring any proprietary technical data? For example, data provided to you under a Non-Disclosure Agreement?

[ ]  Yes [ ]  No

* 1. Will you be transferring or discussing any equipment, software, or data with foreign individuals, businesses, organizations, or Cuban government officials?

[ ]  Yes [ ]  No

1. Personally owned equipment or items listed below may be taken to Cuba by the traveler as long as they do not contain controlled information. Check all that you intend to bring:

Laptop or Computer

IPad or Tablet, or PDA (Personal Digital Assistant)

Digital Camera

Cell Phone

Other item(s). Describe:

1. Do you intend to provide funds to anyone in Cuba for anything other than your living expenses (i.e. for anything other than your housing, transportation and food)?

[ ]  Yes [ ]  No

1. Do you intend to have any student(s) accompany you to Cuba?

[ ]  Yes [ ]  No

 If yes, are any of the students on an F-1 or J-1 Visa?

[ ]  Yes [ ]  No

1. Will anyone other than students accompany you to Cuba? Examples include family members, friends, childcare worker, religious leaders, etc.

[ ]  Yes [ ]  No

If yes, please list:

Cuba travel requirements:

Please see the U.S. Department of Treasury FAQs at <http://www.treasury.gov/resource-center/sanctions/Programs/pages/cuba.aspx> for additional information regarding what is permissible relating to your travel to, from and within Cuba. You are permitted to use credit or debit cards issued by a U.S. financial institution while in Cuba. However, you are encouraged to check with the card issuer to ensure that it has established the necessary mechanisms for its cards to be used in Cuba.

When you have completed this questionnaire, please email is to: exportcontrol@fiu.edu.

Thank you!