

From: [Human Resources Admin](#)
To: [FIU Faculty and Staff](#)
Subject: Important Compliance Notification: Reminder and Update
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Attachments: [image002.png](#)



Date: April 24, 2025

To: FIU Faculty and Staff

From: Jennifer LaPorta, Chief Compliance Officer
Office of University Compliance & Integrity

SUBJECT: Important Compliance Notification: Reminder and Update

International and U.S. Territories Shipping/Mail Reviews, Approval, and Process

As a reminder, in compliance with federal Export Control Regulations, FIU has a mandatory online international/U.S. Territory shipping request and review process. *All international shipments* require an export control attestation by the shipper and/or review by FIU's Office of Export Controls. Current U. S. Government Export Control regulations require that certain international and U.S. Territory shipments be institutionally reviewed to determine federal export authorization (license) requirements. Where required, the failure to obtain such authorization from the appropriate Government agency may result in significant civil fines and/or criminal prosecution at the individual and/or institutional level, as well as suspension of export privileges.

Shipping to U.S. Territories – In order to comply with Export Control regulations, shipments to a U.S. territory must also follow this attestation and review process. An attestation (1) must be completed for all shipments to a U.S. territory, and (2) *all* shipments to U.S. territories with a value of over \$2500 *must* be reviewed by our Office of Export Control prior to shipment. U.S. Territories include Puerto Rico, American Samoa, Guam, U.S. Virgin Islands, Northern Mariana Islands, and Minor Outlying Islands.

To ensure that your international and U.S. territory shipments comply with these

regulations and reach their intended destination without additional cost and/or delay, FIU has the following procedures in place for the processing of international shipments.

- **ALL international and U.S. territory shipments/mail require an export control attestation and/or review.**
- If you are shipping through university Mail Services, export review questions are integrated into the [Voucher form](#).
- If you are shipping directly through a carrier (i.e., UPS, FedEx, DHL, etc.) please complete an [Export Control – International Shipping Attestation](#).
- Approval may be required from our Office of Export Controls prior to shipment of certain items to specific destinations. **Refer to instructions within the Shipping Attestation.**

Complete information may be found on the [FIU Export Controls website](#) (“Ship Something Abroad”) or you can contact our Office of Export Controls at export@fiu.edu. Our Export Controls team will promptly partner with you as needed to answer questions and support your shipment(s) so that they are processed as expeditiously as possible.