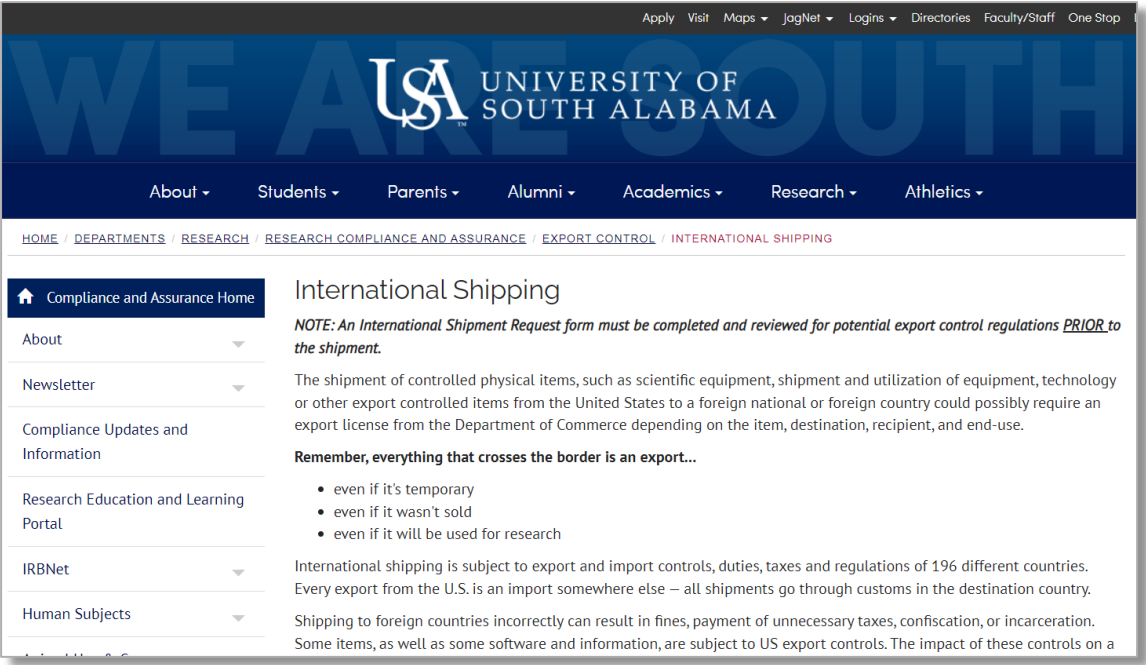


International Shipment Instructions

1. Go to the International Shipping page to review the guidelines for shipping items internationally:

<https://www.southalabama.edu/departments/research/compliance/export-control/shipping.html>



2. Also on this page, click the link for the International Shipment Request form, or click this link:

<https://redcap.link/internationalshipment> and complete the survey form.

International Shipment Instructions

▼ International Shipment Document

▼ International Shipment Request Form

- REDCap International Shipment Request Form
- International Shipment Form Instructions
- REDCap Enrollee Quick Guide

If you have any questions regarding International Shipment requests, please contact aswilliams@southalabama.edu

▼ International Shipping Guidelines and Best Practices

▼ Additional Considerations Before Shipping

▼ Resources

3. Any question marked *** must provide value** must be answered.

4. You may list up to three items on the form; each must be entered separately. If you have more than one item, make sure you select 'Yes', that you have another item to add; this will then display areas to list your next item (repeat this process for a third item):

Do you have another item to add? Yes NO reset

Second Item to be Exported * must provide value

Expand

Complete Item Description
e.g. What is it and what does it do? Use scientific and generic

5. Once you have submitted the form, you will receive an email confirmation.

International Shipment Instructions

International Shipment Request Form Submitted  Inbox x

Angela S. Williams <aswilliams@southalabama.edu> <noreply@health.southalabama.edu>
to me ▾

Thank you; your International Shipment Request Form has been received. Please allow up to 5 business days for review determination.

Office of Research Compliance and Assurance

 Reply

 Forward

6. After your form has been reviewed by ORCA personnel, you will receive another email notifying you whether your shipment has been approved or if further licensing is needed.