



MEMORANDUM

TO: Members of the UAH Faculty, Staff and Research

FROM: Christine W. Curtis, Provost and Executive Vice President for Academic Affairs

David Berkowitz, Dean, Graduate School and International Services

Robert Lindquist, Interim Vice President for Research and Economic Development

SUBJECT: Inviting International Visitors to Campus

DATE: September 3, 2019

As we begin a new academic year, many of you may be planning collaborations with international colleagues as a part of an active and robust research agenda. Recent developments with the implementation of stricter policies for visa holders by our government, has required us to be vigilant in gathering and reporting of information about foreign nationals on our campus. We have a responsibility to report all visitors and demonstrate that we have effective safeguards against divulging sensitive information or ITAR restricted information. There are severe penalties which could include fines, jail time or termination, associated with violations of these laws. We want to ensure that all of our faculty and staff have followed the appropriate protocols for foreign visitors. Any breach in our process could have very negative implications for our research awards with our corporate and government sponsors. Below we have outlined the process that is required to protect the university and each of us.

Prior to issuing a letter of invitation to an international visitor, University employees must contact the Office of International Services and the Office of Research Security and provide the required information about the international visitor to maintain compliance with requirements of The United States Citizenship and Immigration Services and The United States Department of State. Moreover, research security protocols for Department of Defense cleared programs are also required.

