

International Guidelines

Foreign Nationals

Per IRS regulations, purchase orders to Foreign Nationals (Non U.S. Citizens) for services that will be rendered in the United States must include the social security number or an individual taxpayer identification number (ITIN) for the individual. These orders also require IRS forms be completed by the individual or the department. Should ePro requisitions be submitted without the required information, they may be denied to the coordinator who entered the requisition.

If a service will be performed outside the United States by a Foreign National, a note such as “services to be performed outside the U.S.” must be added in Justification/Comments.

Please contact the **UNT System Tax Accountant** with questions regarding the tax forms required for payments to Foreign Nationals. See **Individuals as Vendors**.

Import Permits

Biological agents and recombinant DNA molecules, which are to be imported, require an import permit through the USDA. It is the responsibility of the researcher DeptID/ProjID holder to ensure that the permit is secured. Additional information, USDA contact phone numbers, and online permit applications are available on the **USDA website**.

Export Controls

The policy of the UNT System is to comply with federal export control laws and regulations, including the Export Administration Regulations (EAR), the International Traffic in Arms Regulations (ITAR), and the Office of Foreign Assets Control Regulations (OFAC). Export controls apply to all research or projects conducted under the auspices of UNT System. This includes many activities of UNT System such as

- travel with UNT System owned electronic devices outside the United States;
- shipping or taking research data, results or equipment to embargoed/sanctioned countries; hosting foreign visiting scientists;
- exporting select agents; biological/chemical/radiological agents; and
- paying or providing services to foreign entities/persons on the sanctioned lists.

It is the responsibility of faculty and administrators to be aware of and comply with the law relative to their work, students assisting them in their work or research, and agreements and collaborations with others to ensure no exports are made contrary to law and the UNT System’s policies and procedures regarding U.S. export controls.