

Sending Routine Documents Internationally from ECU

Most staff who send routine admissions documents or contracts internationally appear to be using USPS. Regardless of carrier, you'll find helpful information below.

Step 1. Screen for restricted parties

The US Office of Foreign Assets Control (OFAC) prohibits engaging in activities with various persons and entities. Because the lists are routinely updated, you must screen international recipients **each time** you send a shipment. While the vast majority of foreign university destinations are benign, keep in mind that some universities in highly sanctioned countries are prohibited (generally because they have engaged in activities that support the development of weapons of mass destruction, including chemical, biological, and/or nuclear weapons, or terrorist activities). For example, universities in China and Iran, as well as others, appear on the restricted parties lists.

For routine document shipments, search the list at <https://sanctionssearch.ofac.treas.gov/> to ensure you do not send shipments to prohibited persons or entities.

Leave the Lookup parameter defaults set to Type = All, Program = All, Country = All <or the country to which you are shipping>, List = All.

Step 2. Complete the Customs Form, if applicable

Where you're using the USPS First-Class Mail International service because you're sending only nonnegotiable documents and correspondence that weigh under 16 ounces, a customs form is not required. **Assuming you really are sending only admissions or similar documents**, and for where this service class is not appropriate, please ensure you input the following when completing the Customs Form on USPS.com.

SECTION	FIELD	SELECTION/INPUT
Non-delivery options	<i>Non-delivery Option</i>	Return to Sender
Enter package information	<i>Contents</i>	Documents
Enter item information	<i>Detailed Description</i>	<Describe your documents>
Enter item information	<i>Item Value</i>	<\$1, or appropriate value>
Enter item information	<i>Quantity</i>	<1, or appropriate number>
Enter item information	<i>Weight</i>	<Appropriate weight>
Enter export information	<i>AES Exemption</i>	NOEEI 30.37(a): Package value is less than \$2500 (if truly less than \$2500) <Otherwise, ask ECU Office of Export Controls and Customs>