

International Shipments at HSPH

- Email [Jennifer Neira](#), Export Control Administrator (ECA) **BEFORE shipping internationally!**
 - For non-research items, includes all physical items (e.g. SWAG, laptops, etc.)
 - Includes all research shipments & research data.
 - ECA must complete the Export Control review before you ship!
- **Include these details for international shipments:**
 - Recipient's full name & address and their affiliated institution
 - Basic description of the item.
 - What will the recipient use it for? If research, describe the research.
 - When do you want to send it?
 - *More questions will be asked depending on the destination and item.*
- **NEVER hand-carry biological or chemical materials to/from Harvard while traveling internationally.**
- **When shipping third party items/materials, have the vendor/manufacturer ship directly to recipient.**
 - They know the export classification & are familiar with shipping these items.
 - It saves Harvard time, money, and reduces the University's liability.

