

# EXPORT SHIPPING FORM



WICHITA STATE  
UNIVERSITY  
RESEARCH COMPLIANCE OFFICE

If you need assistance with this form, contact the k Compliance \ at compliance@wichita.edu

**SHIPPING INFO: SHIPPER Please reference the Project PO or Grant Award #, if Applicable:**

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Purpose of Shipment \_\_\_\_\_

Ship to Company \_\_\_\_\_ Ship To Contact Name \_\_\_\_\_

Ship To Contact E-Mail \_\_\_\_\_ Ship To Contact Phone# \_\_\_\_\_

Ship to Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

WSU Shipper's Name \_\_\_\_\_ WSU Shipper's Phone # \_\_\_\_\_

Name of Item, Part #, Detailed Description	Weight	Value (Ea)	Qty	Country of Manufacture
1.)				
2.)				
3.)				
4.)				

**COMPLIANCE USE ONLY ↓**

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Approval Date: \_\_\_\_\_ EAR \_\_\_\_\_ ITAR \_\_\_\_\_ AES ITN #: \_\_\_\_\_

ECCN Classification: \_\_\_\_\_ HTS or Schedule B: \_\_\_\_\_

Approval to Ship: Yes  No  Need more info

Approved by Research Compliance Office: \_\_\_\_\_

Are any government forms required: (FCC, FDA, EPA (TSCA) YES \_\_\_\_\_ No \_\_\_\_\_

If Yes, what form? \_\_\_\_\_

**MAILROOM USE ONLY ↓**

Send the following export documents to the Research Compliance Office, Campus Box 115

- Copy of Commercial Invoice
- Copy of ACE/EEI Filing, If Applicable
- Copy of the Air Waybill or Bill of Lading
- Copy of the ShipRequest Form