



February 5, 2015

TO: On and Off Campus Unit Contacts

SUBJECT: Foreign National Employees – Export Control Check Required

*Please forward to appropriate faculty & staff.*

As a reminder, an export control check by AgriLife Risk & Compliance is required when hiring a foreign national. AgriLife Human Resources has revised the following resources to assist units who are hiring foreign nationals:

- Recruiting & Selection Guide for Hiring Managers and Supervisors -- <http://agriflifeas.tamu.edu/documents/recruiting-guide.pdf>
- International Employees page -- <http://agriflifeas.tamu.edu/hr/supervisor-toolkit/international-employees/>
- AG-421 New Employee Processing Checklist -- <http://agriflifeas.tamu.edu/documents/ag-421.pdf>

*AgriLife Risk & Compliance has provided the following information:*

#### **Employment**

**Summary:** It is imperative for AgriLife hiring departments/units to be aware that the ability to hire non-immigrant foreign nationals for certain positions may be restricted or prohibited by export control laws. To mitigate export control violation risks associated with employment of foreign nationals, Restricted Party Screening (RPS) as well as evaluation of job duties will be performed by AgriLife Risk and Compliance.

**Detail:** Phase 13, *Employment*, is fully outlined in Section 6.0 of the *AgriLife Export Controls Compliance Program Manual*.

After extending an employment offer to a foreign national, hiring departments/units are required to submit AgriLife form AG-713, *Export Controls Compliance Review: Visitor Exchange Programs and Employment*. This form must be submitted to AgriLife Human Resources in conjunction with other employment documentation such as the background check form. AgriLife Risk and Compliance will conduct RPS, and evaluate the job duties associated with the proposed employment.

#### **References and Related Documents**

*Export Controls Compliance Program Manual* – Section 6.0

<http://agriflife.org/admin/documents/ec-manual-2.pdf>

**For questions, please contact:** Lauren Schroeder, Risk & Compliance Coordinator at (979) 458-3289 or [clschroeder@ag.tamu.edu](mailto:clschroeder@ag.tamu.edu) or Bob Hensz, Risk & Compliance Manager at (979) 845-4766 or [r-hensz@tamu.edu](mailto:r-hensz@tamu.edu)