

Visitor Control Plan

I. Statement of policy

The University of Illinois at Urbana-Champaign (UIUC) is committed to complying with the export laws and regulations of the United States. This commitment is described fully in Campus Administrative Manual policy XI-3, available at <http://cam.illinois.edu/xi/xi-3.htm>. The Responsible Host identified below has the primary responsibility for complying with these laws, regulations, and policies with respect to the visit and visitors identified below. This visitation control plan (VCP) contains the specific measures that the Responsible host will take to prevent unauthorized exports.

II. Administrative information

Responsible Host:

Unit:

Phone:

Email:

III. Visitor information

List the external individuals who will be visiting UIUC (“Visitors”):

	Name	Title	Institutional affiliation
1			
2			
3			
4			
5 ¹			

IV. Visit information

a. Duration of visit: _____ through _____

b. Purpose of visit

Briefly describe the purpose and nature of this visit:

¹ If there are more than 5 visitors, additional space is provided in Attachment A.

c. Locations to be visited

List the locations, including buildings and room numbers, to be visited during this visit:

d. Information security

List any access Visitors will need to computing or other IT resources (internet access, computers for presentations, etc.):

e. Personnel who will meet with Visitors

List any UIUC personnel who will be meeting with the Visitors:

	Name	Title	Unit
1			
2			
3			
4			
5 ²			

f. Other comments and considerations for this visit

Explain any other factors that should be considered for this VCP:

² If more than 5, additional space is provided in Attachment B.

V. Host’s responsibilities and acknowledgments

As the Responsible Host for the visit described above:

- **I will take due diligence to prevent access to locations with controlled technology;**
- **I will assist the Export Compliance Officer in providing notification to personnel;**
- **I will maintain adequate records regarding this visit; and**
- **I acknowledge that I have read this plan and understand its implications.**

It is the responsibility of the host to inform the Export Compliance Officer (exportcontrols@illinois.edu) of any changes to the information provided above, including additional Visitors and additional locations to be visited.

Responsible Host:

_____ Printed name

_____ Signature

_____ Date

Export Compliance Officer:

_____ Printed name

_____ Signature

_____ Date

Assigned VCP number: VCP-_____

Attachment A (optional)

Additional Visitors

	Name	Title	Institutional affiliation
1			
2			
3			
4			
5			
6			
7			
8			
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30			

Attachment B (optional)

Additional UIUC personnel

	Name	Title	Unit
1			
2			
3			
4			
5			
6			
7			
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11			
12			
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