CUNY Export Compliance Work Instructions: HUMAN RESOURCES

• Complete the I-129 H1 Visa application process during recruitment.
  o Coordinate with your Export Control Administrator and contact(s) from the relevant department to determine accurate responses to Form I-129 Questionnaire.
  o Provide completed Form I-129 Questionnaires with any positive responses to the Export Control Administrator.

• Work with your Export Control Administrator and the University Director for Research Compliance to screen visa beneficiaries against US Government watch lists as required.

• Work with your Export Control Administrator to establish “Bona Fide Employee” status of employees who intend to utilize the Bona Fide Employee exemption.

• When informing IT and Security of termination of foreign national employees, provide additional reminder of the importance of complying with the Technology Control Plan (TCP), when applicable.

• During exit interviews with foreign nationals who have been party to an export license or to a Bona Fide Employee exemption, provide copies of signed TCPs and additional reminders regarding ongoing control of any relevant technical data.