This is an image that contains a decision tree for when VCU personnel who are shipping items should contact the Export Compliance Office for assistance.

The image has title text at the top that reads, “Shipping at VCU: How to tell if you should contact the Export Compliance Office.”

The image instructs the reader to start with the question, “Are you shipping internationally?” If the reader is not shipping internationally, the reader is informed, “You may ship your item(s) without involving the Export Compliance Office.” If the reader is shipping internationally, the reader is instructed to move onto the next question.

The next question is, “Are you shipping to China, Russia, or Venezuela?” If the reader is shipping to China, Russia, or Venezuela, the reader is instructed, “Please contact the Export Compliance Office (exportctrl@vcu.edu) and we will help determine Export Control Classification Numbers (ECCNs) for your shipment.” If the reader is not shipping to China, Russia, or Venezuela, the reader is instructed to move onto the next question.

The next question is, “Does your shipment contain items other than legal documents?” If the reader answers “yes” to this question, the reader is directed to a box with the text, “We suggest you contact the Export Compliance Office (exportctrl@vcu.edu) for additional guidance.” If the reader answers “no,” the reader is instructed, “You may ship your item(s) without involving the Export Compliance Office.”

The bottom of the image contains the following disclaimer: “International shipping is complicated and subject to many regulations. Check out the International Shipping tab below for more details on international shipping.”

The VCU logo is present in the lower right corner of the image.