

Certification of Activity for Travel to Cuba

This form is used by UT Dallas employees or students currently enrolled at UT Dallas, who are going to Cuba on behalf of the University. For more information visit the Travel to Cuba webpage at: <http://www.utdallas.edu/rs/cuba-travel/>.

- **Activity Dates (mm/dd/yy)** _____ through _____
- **Destination(s) (city in Cuba)** _____
- **Enter schedule of activities containing the name and address of the Cuban institutions relevant to the purpose of the trip on the back.**
- **Review restrictions for the §515.564 Professional Research and Professional Meetings General Licenses on the back.** For detailed information you may visit the [Electronic Code of Federal Regulations website](#) or the U.S. Department of the Treasury [Cuba Sanctions webpage](#).
- **Teaching Assistants, Teaching Associates and Research Assistants are considered students for international travel purposes.**

Traveler/s Name and UTD e-mail (use netid e-mail address)	Employee / Student

The travelers will participate in (select as appropriate):

- §515.565** Participation in a structured educational program in Cuba as part of a course offered for credit by UT Dallas;
Enter course number _____
and catalog link _____
- §515.565** Non-commercial academic research in Cuba specifically related to Cuba and for the purpose of obtaining an undergraduate or graduate degree;
- §515.565** Participation in a formal course of study at a Cuban academic institution, provided the formal course of study in Cuba will be accepted for credit toward the student’s graduate or undergraduate degree;
- §515.565** Teaching at a Cuban academic institution related to an academic program at the Cuban institution, provided that the individual is regularly employed by UT Dallas;
- §515.565** Sponsorship, including the payment of a stipend or salary, of a Cuban scholar to teach or engage in other scholarly activity at UT Dallas;
- §515.565** Sponsorship or co-sponsorship of noncommercial academic seminars, conferences, symposia, and workshops related to Cuba or global issues involving Cuba and attendance at such events by UT Dallas faculty, staff, and students;
- §515.565** Establishment of academic exchanges and joint non-commercial academic research projects with universities or academic institutions in Cuba;
- §515.565** Provision of standardized testing services, including professional certificate examinations, university entrance examinations, and language examinations, and related preparatory services for such exams, to Cuban nationals, wherever located;
- §515.565** Provision of internet-based courses, including distance learning and Massive Open Online Courses, to Cuban nationals, wherever located, provided that the course content is at the undergraduate level or below; or
- §515.565** The organization of, and preparation for (selected activities 1 through 9 of this section) by members of the UT Dallas faculty and staff.
- §515.564** UT Dallas travel for professional research or professional meetings that directly relate to the traveler’s profession, professional background, or area of expertise, including area of graduate-level full-time study.

A. Supervisor / RUO / Sponsor signature. Signature indicates certification of the traveler/s stated activities in this form.		
Name (print)	Signature	Date

For any questions about this trip, its purpose, schedule or participants, please contact:

Contact Name	UTD E-mail	Phone

Restrictions for the §515.565 Educational Activities General License

- Transactions related to activities that are primarily tourist-oriented, including self-directed educational activities that are intended only for personal enrichment, are not authorized.

Restrictions for the §515.564 Professional Research and Professional Meetings General License

- The traveler does not engage in recreational travel, tourist travel, travel in pursuit of a hobby, or research for personal satisfaction only;
- The purpose of the meeting or conference is not the promotion of tourism in Cuba;
- The traveler’s schedule of activities does not include free time or recreation in excess of that consistent with professional research, or a full-time schedule of attendance at professional meetings or conferences.
- An entire group does not qualify for the general license merely because some members of the group qualify individually.

Responsibilities

- Export Control Regulations. Travelers cannot carry or ship UTD-owned property and devices to Cuba. Find more information on carrying your UTD device abroad on the Research Compliance [Export Controls Travel webpage](#).
- Record keeping. Keep a complete and accurate record of your Cuba travel-related transactions for five years after the travel is completed.

Additional documents needed with this form:

- Only for student travelers, Cuba Travel Affidavit form. See <http://www.utdallas.edu/rs/files/Cuba-Travel-affidavit-form-final-2011.doc>
- Appropriate travel authorization request for the traveler/s. See <http://www.utdallas.edu/rs/travelguide/>

Enter schedule of activities containing the name and address of the Cuban institutions relevant to the purpose of the trip