F-1 or STEM OPT (12 or 24 mos)

Department hires F-1 OPT

Department admin/Service Center sends J-1/F-1 questionnaire

No submission

Export coordinator checks Visual Compliance

Export coordinator investigates & confirms whether to proceed with submission

Will employee be exposed to controlled research or item?

YES

Export coordinator develops TCP

Filed VPR

CLEAR

NO

No submission

YES

Export coordinator investigates & confirms whether to proceed with submission

Reviewed

HIT

FILED

FILED

FILED

FILED

FILED