



# Registering Visitors on Campus



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

**BIG ORANGE. BIG IDEAS.®**

# Why is this a Concern?

- Export Control
  - Export and deemed export
- Institutional liability

# Who Does this Include?

- International visitors
- Domestic visitors
- Minors on campus

# What is the Process?

- IRIS Entry
  - Friend Status
    - Personal Data form, travel docs, Faculty appointment
- Depending upon reason for visit additional steps may be required
  - Foreign nationals may need to check in with The Center for International Education (CIE)

# What if No IRIS Entry is Requested?

- NetID
- Vol Card
- Parking
- Keys
- Lab training

# Q&A

- Does anyone have some other mechanism to catch visitors?
- Others?

# References

- David Lawson – Coordinator at the Center for International Education
  - [dplawson@utk.edu](mailto:dplawson@utk.edu)
- Welcome International Scholars, Employees, and Visitors
  - <http://international.utk.edu/iss/welcome-scholars/>
- Minors on Campus
  - [http://policy.tennessee.edu/safety\\_policy/sa0575](http://policy.tennessee.edu/safety_policy/sa0575)
- Personnel Data Form
  - <http://iris.tennessee.edu/HR%20Misc/Forms/PersonalDataForm.xls>
- Guest Traveler Worksheet
  - <http://treasurer.tennessee.edu/forms/T24.doc>