Registering Visitors on Campus
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
• Welcome International Scholars, Employees, and Visitors
  • http://international.utk.edu/isss/welcome-scholars/
• Minors on Campus
  • 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