



TEXAS TECH UNIVERSITY

Office of Export & Security Compliance™

Foreign Visitor Invitation and Agreement Form

To be reviewed and signed by both host(s) and visitor(s)

Visitor Name(s):	Title(s):
Institution/Company:	Address:
Country of Citizenship:	Visa (J1, H1B, other):

Dear _____,

On behalf of _____ in the _____, we are pleased to invite you to visit Texas Tech University from _____ to _____. The start date of your visit may be modified, subject to mutual agreement between you and the host, to accommodate scheduling needs.

During your visit, you will not be considered an employee, agent, or enrolled student of Texas Tech University. If services are provided, and you are determined to be eligible under U.S. law and university policy, you may receive compensation and/or reimbursement as outlined below.

Details of visit:

Please provide a description of your planned activities while at Texas Tech University:

- General purpose and goals of the visit:

- Projects to be observed or participated in:

- Labs, equipment, or facilities to be accessed:

- General itinerary (schedule of activities and assignments):

Compensation/Reimbursement (if applicable)

- Amount (USD): \$_____
- Service(s) provided (if any):

- Purpose of Reimbursement (e.g., travel, lodging, meals):



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Agreement Acknowledgement

Enclosed with this Invitation Letter is the Visitor Agreement, which must be reviewed and signed by you and an authorized representative of your home institution or employer (if applicable). The provisions set forth in both this Invitation Letter and the Visitor Agreement shall govern the terms and conditions of your visit to Texas Tech University.

Your visit is contingent upon acceptance of these terms. If you do not agree to the conditions outlined herein, the invitation will be considered withdrawn, and your visit may not proceed. A fully executed copy of this Invitation Letter and the signed Visitor Agreement must be submitted to Texas Tech University prior to your arrival.

For questions or clarification, please contact the Office of Export and Security Compliance (OESC) at:
exports.vpr@ttu.edu.

Visitor Agreement & Release

Required for all Foreign Visitors

Texas Tech University (hereinafter “TTU”) welcomes you to our campus as a visitor. The specific terms of your visit, including the host department, visit duration, role, and planned activities, are outlined in your accompanying Invitation Letter.

TTU is committed to full compliance with all applicable U.S. laws and regulations, including those governing **export controls, research security, and access to controlled information and equipment**. The primary responsibility for ensuring compliance with U.S. export control laws during your visit rests with your designated host or Principal Investigator. Sharing export-controlled technology or information with foreign nationals—including by oral, visual, or written means—or shipping such items to a foreign destination, may require prior authorization (e.g., a license) from the U.S. government.

By signing below, you acknowledge and agree to the following terms:

- 1. Term of Visit:** I understand and agree that my visit shall occur only within the dates specified in the Invitation Letter. Any modifications to these dates must be mutually agreed upon in writing by myself, my designated host, and TTU. I understand that, upon the conclusion of my visit, my access to TTU facilities, resources, and systems will be terminated.
- 2. Non-Employment Status:** Unless expressly stated otherwise in the Invitation Letter, I acknowledge that my visit does not constitute an offer of employment by TTU. I will not be considered an employee, agent, student, or representative of TTU for any purpose. I further understand that I am not entitled to any compensation, remuneration, or academic credit for my activities at TTU unless explicitly detailed in the Invitation Letter.
- 3. Personal Responsibility for Expenses:** Unless otherwise specified in the Invitation Letter, I understand that I am solely responsible—either personally or through my home institution or company—for all costs associated with my visit, including but not limited to travel, lodging, meals, transportation, healthcare, and incidental expenses.
- 4. Confidentiality and Security:** I understand that I may have access to confidential, proprietary, or otherwise sensitive information during my visit. I agree to safeguard all such information and refrain from disclosing or disseminating it to unauthorized individuals or entities, during or after my visit, unless I have received prior written authorization from TTU.



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5. **Intellectual Property:** Unless a separate written agreement is executed by TTU granting retention of rights, I (and my home institution or employer, if applicable) agree that all intellectual property developed in whole or in part during the course of my visit—including, but not limited to, inventions, discoveries, software, data, copyrightable materials, and other works of authorship—shall be the sole property of TTU. I agree to execute any documents and take all reasonable steps necessary to assign such rights to TTU and support any related applications for intellectual property protection.
6. **Insurance and Benefits Disclaimer:** I acknowledge that I am not eligible to receive workers' compensation or any employee benefits from TTU, including but not limited to health insurance, paid leave, or retirement benefits. I further understand that TTU does not provide accident or medical insurance for visitors and will not be liable for any injuries, illnesses, or medical expenses I incur during my visit. I am strongly encouraged to maintain adequate health insurance coverage for the duration of my stay.
7. **Compliance with Laws and Policies:** I agree to comply with all applicable federal, state, and local laws; U.S. export control and research security regulations; TTU institutional policies; and any instructions provided to me by TTU personnel regarding facility access, safety, security, or operational restrictions.
8. **Governing Law and Interpretation:** I understand that this Agreement is intended to be interpreted as broadly and inclusively as permitted by the laws of the State of Texas. Should any provision of this Agreement be deemed unenforceable, the remaining provisions shall remain in full force and effect.
9. **Emergency Medical Authorization:** In the event of a medical emergency during my visit, I authorize TTU to seek and authorize emergency medical care and treatment on my behalf.
10. **Right to Terminate Visit:** I understand and agree that TTU reserves the right to terminate my visit at any time, with or without cause, including but not limited to matters involving campus safety, security, legal compliance, or administrative needs.

By signing below, I affirm that I have read, understand, and agree to abide by the terms of this Visitor Agreement & Release and the Invitation Letter issued by Texas Tech University.

Visitor Signature: _____ Date: _____

Printed Name: _____

Authorized signatory for visitor's home institution or company

Signature: _____ Date: _____

Printed Name: _____

On behalf of: _____

(Institution or Company Name)

The Texas Tech University host will sign below to acknowledge receipt of the signed agreement:

Host Signature: _____ Date: _____

Printed Name: _____