TEXAS TECH UNIVERSITY
Office *of* Export & Security Compliance™

Onboarding and Offboarding Checklist

Required Completion for all Hosts

Onboarding Checklist	Offboarding Checklist
To be completed before or upon visitor arrival	*To be completed at or prior to visitor departure*

Pre-Arrival Coordination

☐ Verify invitation letter has been signed by all parties

☐ Confirm the visitor's visa status and duration of stay are appropriate for the visit

☐ Ensure Export Control Risk Assessment has been completed (in collaboration with the Office of Export and Security Compliance)

Training and Access Requirements

☐ Submit IT access request (e.g., eRaider, shared drives)

☐ Submit building/laboratory access request with clear start and end dates

☐ Coordinate and verify completion of required trainings:
- Export Control Awareness
- Research Security (if applicable)
- Laboratory Safety (if applicable)
- Any other department- or project-specific training

Visitor Integration

☐ Provide initial orientation (campus map, emergency procedures, relevant contacts)

☐ Review scope of activities and physical access limitations

☐ Reinforce policies related to data sharing, publication restrictions, and intellectual property

☐ Review any restrictions under EAR, ITAR, or OFAC applicable to the lab/project

☐ If the visitor will observe or engage in research, verify that no controlled technologies will be disclosed without proper authorization

Termination of Access

☐ Notify departmental IT and building security to deactivate eRaider credentials and facility/lab access

☐ Ensure return of TTU-issued property (e.g., ID badge, keys, lab equipment, documents)

☐ Review TTU systems and remove visitor from email lists, calendars, and shared folders

Export Control/Research Security Close-Out

☐ Conduct a debrief to confirm no export-controlled data, samples, or equipment were transferred without appropriate authorization

☐ Confirm that any research data the visitor had access to remains within the custody of TTU

☐ Report any concerns or irregularities to the Office of Export and Security Compliance

Final Documentation

☐ Confirm that the Visitor Agreement and Invitation Letter are on file

☐ Complete and retain a record of the visit, including duration, activities, and contact information for any future compliance inquiries

☐ Notify Office of Export and Security Compliance that the visit has ended