WHEN SHOULD I SCREEN? Visual Compliance is the web-based software tool used by the University. The system quickly screens the various lists for: Restricted Parties, Denied Parties, as well as Blocked, Unverified, and Sanctioned Parties lists. Screenings should be completed for:

<table>
<thead>
<tr>
<th>UA Engagement or Activity</th>
<th>Screen</th>
<th>Responsible for Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Visiting Scholars</td>
<td>Individual &amp; previous/continued institution of study/employment</td>
<td>Department/College</td>
</tr>
<tr>
<td>Designated Campus Colleagues (DCCs)</td>
<td>Individual &amp; employer</td>
<td>Department/College</td>
</tr>
<tr>
<td>Employees</td>
<td>NEW: Individual &amp; previous intl institution/organization CURRENT: Individuals</td>
<td>Department/College</td>
</tr>
<tr>
<td>International Graduate Students</td>
<td>Individual &amp; previous/continued institution of study/employment</td>
<td>Department/College, working to centralize</td>
</tr>
<tr>
<td>International MOUs</td>
<td>Institutions, companies, individuals</td>
<td>Department/College, UA Global</td>
</tr>
<tr>
<td>Informal international research collaborations or partnerships</td>
<td>Associated individuals/ institutions/organizations</td>
<td>Department/College</td>
</tr>
<tr>
<td>Partnership/sponsorship of conferences</td>
<td>Foreign institutions or organizations</td>
<td>Department/College</td>
</tr>
<tr>
<td>Sending/sharing/ items or technology abroad</td>
<td>Institutions, companies, individuals</td>
<td>Department/College</td>
</tr>
<tr>
<td>Contracts/Agreements</td>
<td>Sponsors</td>
<td>Sponsored Projects and Contracting Services</td>
</tr>
<tr>
<td>Subcontractors</td>
<td>Institutions, companies, individuals</td>
<td>Sponsored Projects and Contracting Services</td>
</tr>
<tr>
<td>Vendors</td>
<td>DV &amp; PO PCard</td>
<td>FSO Credit Card Bank</td>
</tr>
<tr>
<td>Export-controlled activities/projects</td>
<td>Associated personnel</td>
<td>Export Control</td>
</tr>
</tbody>
</table>

SCREENING TIPS

- Screen names of individuals and organizations separately.
- **INDIVIDUALS:** Enter first and last name (have middle name available for reference, but don’t enter).
- **ORGANIZATIONS:** Abbreviate long names of international organizations, but do not just search one word (e.g. “Ben Gurion University” rather than “Ben Gurion University of the Negev” and “All Russian Institute” rather than “All Russian Scientific Research Institute”).
- **ADDRESS:** City, State, and Country are not necessary to include
- **COMMENTS:** Enter reason for screening.
- Select “Fuzzy Level 2”.
- Use icons (rather than browser back button) to navigate the site.

University of Arizona Export Control Program
export@arizona.edu
EVALUATING RESULTS

<table>
<thead>
<tr>
<th>“No Matching Records”</th>
<th>No further action required</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Country Notes”</td>
<td>Review and determine if activities are subject to listed restrictions. If activities are subject to restrictions or uncertain, contact <a href="mailto:export@arizona.edu">export@arizona.edu</a>. If activities are confirmed not subject to the restrictions listed, no further action required, unless potential match (see below).</td>
</tr>
</tbody>
</table>

Evaluating Potential Matches: Take no further action on engagement until potential match is cleared.

- **Confirm identity**
  1. Check spellings, middle names initials, and location.
  2. Click on the reference link for additional details, such as birth date and address. Several links may be for the same person with differing information provided such as DOB.
  Determined not a match: **Click +Resolve Match Results: Clear (add note why not match)**

- **Evaluate Risk**
  Name is on a health-care related list (LEIE and REL, HHS references) and NOT involved in health care related activities, likely not a match. Low risk to clear. **Click +Resolve Match Results: Clear (add a note why not match)**
  Alert Level: (1-4) indicates number of screening criteria matches. If only name was entered, but the location and country also match, consider alert greater.
  Name (individual/organization) possible close match and location is match. **NOT SURE?? No Problem!** Email results to export@arizona.edu for consultation.
  Likely Match: **Click +Resolve Match Results: ESCALATE Save and Notify** for Export Control guidance. Email export@arizona.edu if you are not contacted in 24 hours.

For additional details on these steps, consult [Using the “Resolve Match” feature](#).

**WHY DO I RECEIVE EMAILS ABOUT PREVIOUS SCREENINGS?** When an individual or entity previously screened is added to a restricted list, you and Export Control will receive emails indicating there is now a potential match. Use the same steps above to evaluate potential matches.

If the individual/entity is no longer affiliated with the university, email Export Control ([export@arizona.edu](mailto:export@arizona.edu)) to delete the record.