

## IMPORTANT UPDATE

On June 5, 2019, the Office of Foreign Assets Control (OFAC) amended the regulations concerning group travel to Cuba. Specifically, the General License authorizing Group People-to-People Educational Travel has been rescinded. While the OFAC changes will not significantly affect the types of travel eligible for University of Pennsylvania Sponsorship (see below), it may impact certain programs organized through third-party providers.

On November 8, 2017, the U.S. State Department published a list of entities in Cuba, including hotels and stores, with which direct financial transactions are prohibited: <https://www.state.gov/cuba-sanctions/cuba-restricted-list/>. This list is regularly updated.

In addition, the OFAC regulations stipulate that Penn faculty, staff, and students traveling to Cuba under University of Pennsylvania sponsorship must carry an appropriate authorization letter printed on University letterhead and signed by the designated representative for Penn. Please contact [expctrl@lists.upenn.edu](mailto:expctrl@lists.upenn.edu) or 215-573-8817 for assistance in obtaining the required letter.

We will update this guidance document as new information becomes available. Please contact the Office or Research Services or the Global Support Services Office for more information and assistance.

OFAC regulations apply to U.S. persons, which is defined as any U.S. citizen, permanent resident alien, entity organized under the laws of the United States, or any person in the United States. *The regulations apply to U.S. citizens and permanent residents wherever located, and to foreign nationals located inside the United States.* Individuals with dual U.S. citizenship are considered “U.S. persons.” **Anyone traveling on behalf of Penn, regardless of nationality or passport used, is subject to these regulations.**

Travel to Cuba by U.S. citizens and residents is generally restricted because of the U.S. embargo on trade with Cuba. This document provides general guidance to the Penn community for Cuba travel.

### Cuba Travel Eligible for University of Pennsylvania Sponsorship

The following activities may be sponsored by Penn and conducted under a General License available to accredited U.S. undergraduate and graduate degree granting academic institutions:

- Educational travel program in Cuba as part of a course offered for credit at Penn
- Student travel to Cuba for non-commercial academic research specifically related to Cuba and for the purposes of obtaining a graduate degree at Penn
  - Note that most undergraduate research does not fall under a General License. Please contact [expctrl@lists.upenn.edu](mailto:expctrl@lists.upenn.edu) to see if your travel is eligible.
- Participation in a formal course of study at a Cuban academic institution where the completed coursework will be accepted for credit toward the student’s degree by Penn (Undergraduate students should contact [Penn Abroad](#) for program details)
- Penn faculty travel to Cuba to teach at a Cuban academic institution related to an academic program at the Cuban institution, provided that the faculty member remains employed by Penn for the travel period

- Travel to Cuba by Penn faculty and staff that may be required for organization of and preparation for any of these activities may also be sponsored by Penn

**Please note that an entire group does not qualify for a general license merely because some members of the group qualify individually.**

### **Travel to Cuba for Professional Research and Professional Meetings**

Penn faculty or graduate students wishing to travel to Cuba to attend professional meetings or to engage in research activities may be able to do so under a General License. In order for such activities to meet the requirements for this general license, the following conditions must be met:

Professional research is authorized provided that:

- The research directly relates to the traveler's profession, professional background, or area of expertise, including area of graduate-level, full-time study;
- Is not in pursuit of a hobby, tourism, recreational travel, or research for personal satisfaction only;
- Comprise a full-time work schedule in Cuba; and
- The traveler's schedule of activities does not include free time or recreation in excess of that consistent with a full-time schedule of professional research.

Professional meetings and conferences are authorized provided that:

- They are not promoting tourism in Cuba;
- Are directly related to the traveler's profession, professional background, or area of expertise, including graduate-level full-time study;
- The traveler does not engage in recreational travel, tourist travel, or travel in pursuit of a hobby; and
- The traveler's schedule of activities does not include free time or recreation in excess of that consistent with a full-time schedule of attendance at professional meetings and conferences.

According to OFAC regulations, Penn faculty, staff, and students traveling to Cuba under University of Pennsylvania sponsorship must carry an appropriate authorization letter printed on University letterhead and signed by the designated representative for Penn. Please contact [expctrl@lists.upenn.edu](mailto:expctrl@lists.upenn.edu) or 215-573-8817 for assistance in obtaining the required letter.

### **Information Applicable to All Authorized Cuba Travel**

- Please contact the Global Support Services Office for guidance on arranging Penn-related Cuba travel.
- There is no per diem limitation on authorized travelers' spending in Cuba. Normal limits on duty and tax exemptions for merchandise imported as accompanied baggage for personal use will apply.
- Certain Penn-owned equipment, including laptop computers, digital cameras, or cell phones may be taken to Cuba under a license exception under appropriate circumstances; however, there

are additional recordkeeping and filing requirements associated with taking Penn-owned items to Cuba. Items should be accompanied by a Penn letter of ownership, need to be kept under the control of the traveler while in Cuba, and must be brought back to the United States. If traveling with export-controlled technology or material, a specific license may be required. It may take up to 2 months to obtain a license. Please contact the Export Compliance Office ([expctrl@lists.upenn.edu](mailto:expctrl@lists.upenn.edu)) if you need additional information or to obtain a license to carry Penn-owned equipment to Cuba.

- Items that are personally owned by the traveler may be taken to Cuba as long as they do not contain export-controlled technology.
- **All records of transactions related to Cuba travel must be retained for 5 years after the completion of the travel.**

#### Additional Considerations

The above information is to ensure compliance with the U.S. Cuban Assets Control Regulations administered by OFAC. In addition to meeting these requirements, travelers to Cuba must meet all applicable visa requirements imposed by the Cuban Government. Generally, educational travel must be approved or arranged through an agency authorized by the Cuban Government or sponsored by a Cuban institution, such as the University of Havana. Professional research must similarly be sponsored by a Cuban institution. It is important to recognize that sponsoring organizations in Cuba will have their own processes for approval, and that it may take several weeks or months for a proposed activity to be approved by the sponsor.