Cuba License Guidelines and Procedures 2009-2010
License No. CT-14005

Travel to Cuba generally is prohibited unless authorized by a license issued by the Office of Foreign Assets Control (OFAC) within the U.S. Department of the Treasury. All University personnel, including faculty, students, and staff, must follow these guidelines and procedures for all University-related travel to Cuba.

New York University holds a specific license (that authorizes multiple trips) granted by OFAC which is valid from September 28, 2009 until September 30, 2010. As of 2004, specific licenses are valid approximately one year and are subject to annual renewal.

Under the current license (No. CT-14005) NYU may authorize travel by full-time undergraduate or graduate students and permanent employees (faculty or staff) engaged in the following activities:

ACTIVITIES WITH A MINIMUM DURATION OF 10 WEEKS:

- Participation in a structured educational program in Cuba offered as part of a course (that constitutes a full term of study) at NYU (including graduate research courses involving group (i.e. not independent) travel to Cuba).

- Participation in a formal course of study at a Cuban academic institution in which the course in Cuba will be accepted for credit toward the student’s undergraduate or graduate degree at NYU.

- Teaching at a Cuban academic institution by a faculty member who is employed full-time at NYU whose teaching activities are related to an academic program at the Cuban institution.

ACTIVITIES THAT MAY BE ENGAGED IN FOR LESS THAN 10 WEEKS:

- Non-commercial academic research in Cuba, specifically related to Cuba, and for the purpose of obtaining a graduate degree (i.e. the proposed research is independent research for writing a master’s thesis, doctoral dissertation, or similar document).

- Sponsorship, including the payment of a stipend or salary, of a Cuban scholar to teach or engage in scholarly activity at NYU.

- Organization of and preparation for the above activities (in both categories) by a full-time permanent NYU faculty or professional staff member.

PROHIBITED ACTIVITIES:

- Travel-related transactions related to educational exchanges not involving academic study pursuant to a degree program (i.e. non-credit educational activities).
How to request use of the license:

1. Requests for use of the license should be directed to the Office of the Vice Provost for Globalization and Multicultural Affairs (Attention: Office Manager) which determines if the proposed activities comply with the above guidelines.

NOTE: undergraduate students are typically not eligible for independent travel to Cuba unless they are directly enrolling in a Cuban institution.

   a. Graduate students applying for use of the license should provide a memo on department letterhead (To: Ulrich Baer) from their faculty advisor or Chair indicating that they are enrolled in a graduate degree program at NYU, and that their research activities are non-commercial in nature, specifically related to Cuba, and are for the purpose of obtaining a graduate degree.

   b. Individuals that fall outside the above guidelines may apply for an individual license from OFAC (see www.treasury.gov/ofac for guidance).

2. Once it is determined that an individual (or group) qualifies to use the license, they will be issued the following:

   a. A copy of the license (usually required by charter companies booking flights).

   b. An authorization letter signed by Ulrich Baer (under whose name the license was granted as NYU’s representative). The letter must be carried during travel.

Authorization Letter:
- Will state that the individual is a student currently enrolled in an undergraduate or graduate degree program at NYU or is a full-time permanent employee of NYU.
- Will cite the NYU license number.

For activities with a \textit{minimum duration of 10 weeks}:
- Will state that the Cuba-related travel is part of a structured educational program at NYU and will be no shorter than 10 weeks in duration or
- Will state that the study in Cuba will be accepted for credit toward the individual’s degree and will be no shorter than 10 weeks in duration or
- Will state that the individual is regularly employed in a teaching capacity at NYU

For activities that may be engaged in for \textit{less than 10 weeks}:
- Will state that the research in Cuba will be accepted for credit toward the individual’s undergraduate or graduate degree

   c. A copy of the rules and regulations issued by OFAC governing travel to Cuba. (provided with the license form OFAC)

http://www.treasury.gov/offices/enforcement/ofac/programs/cuba/cuba.shtml
d. An “Agreement to Terms and Conditions” letter to be signed and dated and returned to the Office of the Vice Provost for Globalization and Multicultural Affairs.

Terms and Conditions:
- I understand that the purpose of this visit is educational and for the purpose of obtaining a degree. During my stay in Cuba, I will engage only in full-time educational activities allowed by the license. I understand that self-directed educational activities that are intended only for my personal enrichment are prohibited.
- I will not engage in any transactions related to commercial or tourist activities during my stay in Cuba, as required by the license.
- I understand that there are certain travel restrictions that apply to me during my time in Cuba. I have read Title 31 Part 515.560 (c) of the U.S. Code of Federal Regulations issued by the Office of Foreign Assets Control of the U.S. Department of the Treasury. I agree to abide by these restrictions, some of which include the following provisions:
  o I understand that I must abide by the per diem allowance in terms of how much money I am allowed to spend per day in Cuba (in cash, debit and credit cards are prohibited). For 2009, the per diem for Havana is $179. This amount includes, but is not limited to, expenditures for lodging (maximum $97 per day), transportation, meals and incidentals (maximum $82 per day).
  o I understand that merchandise of Cuban origin may not be imported into the United States either directly or through third countries, such as Canada or Mexico. The only exceptions are informational materials of Cuban origin (i.e. publications, films, posters, photographs, tapes, CDs).
  o I understand that I am permitted to take usual and reasonable personal effects (e.g., clothes, toiletries, medicinal suppliers, and other similar items) and tools of trade (e.g., tools, instruments, equipment, laptops necessary or appropriate for use in the activities authorized under the travel license). These items, including laptops, must be owned by me at the time I depart from the United States. I am not permitted to take University-owned laptops and other equipment to Cuba.
  o I understand that I am not permitted to take items intended for sale or other disposal in Cuba.
  o I understand that I am not permitted to take certain equipment, hardware, laptops, and software with encryption functionality to Cuba. If you believe your laptop, software or other equipment contains encryption, you must consult with the Office of the Vice Provost for Globalization and Multicultural Affairs before taking such items to Cuba.
- I understand that I must retain records related to my travel for at least five years.

* Names of individuals utilizing the license will be kept (for at least five years) for reporting purposes in future applications.

Arranging Authorized Travel:

Authorized travelers may make their travel arrangements through an OFAC-authorized Travel Service Provider (“TSP”) and may board direct charter flights departing from Miami, New York, or Los Angeles to Cuba.
The following is a TSP that NYU has used in the past:

Mayra Alonso
Marazul Charters, Inc.
Cuba Programs Coordinator
4100 Park Avenue
Weehawken, NJ 07086
(800) 223-5334 ext 11 / (201) 319-1054 ext 11
fax: (201) 319-8970

Marazul Charters, Inc. will be able to make flight and hotel arrangements for students, faculty, and staff as there are no relationships between U.S. and Cuban banking systems. Travelers to Cuba must travel with cash. There are no ATMs and credit cards are not accepted. Marazul Charters, Inc. will also be able to process visas for students, faculty, and staff traveling to Cuba.

**Recommended Hotels:**

**NOTE:** The Office of the Vice Provost for Globalization and Multicultural Affairs is able to determine whether or not a student, faculty, or staff member is eligible to travel under license CT-14005, however, the office does not assist with travel arrangements or program development in Cuba.