

## Criminal Background Check Checklist for International Scholars

Candidate's Name: \_\_\_\_\_  
(please type or print full name)

Hiring Department: \_\_\_\_\_

Questions to be answered by candidate:

1. Upon hire, will you be applying to the U.S. State Department for a new visa? Yes No  
(If "yes," STOP, the criminal background check is waived; If answer is "no," CONTINUE to question 2)

2. Have you ever been in the United States for a period of six months or longer? Yes No

3. If answer to question 2 is "yes," was it within the last seven (7) years? Yes No

4. Have you previously been employed in the United States? Yes No

(If the answer to ANY of questions 2, 3, or 4 is "yes," the candidate is subject to the criminal background check)

Candidate's signature:

I hereby certify that the above is true and factual to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE TO DEPARTMENT: If the individual is **not** subject to the criminal background check, please submit this form to Human Resource Services (MU) with the new hire paperwork.