Criminal Background Check
Checklist for International Scholars

Candidate’s Name: _________________________________________________________
(please type or print full name)

Candidate’s Date of Birth: ________________________________________________

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
   (If “no,” STOP, the criminal background check is waived; If answer is “yes,” CONTINUE to question 3)

3. If answer to question 2 is “yes,” was it within the last seven (7) years?         Yes       No
   (If “no,” STOP, the criminal background check is waived; If answer 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.