

**Criminal Background Check  
Checklist for International Scholars**

Candidate Name: \_\_\_\_\_

Hiring department: \_\_\_\_\_

Qualifying questions:

1. Upon hire, will you be applying to the US Department of State for a new visa? YES \_\_\_\_\_ NO \_\_\_\_\_  
If “yes”, STOP, the CBC is waived If “no”, continue.

2. Have you ever had a stay in the U. S. of 6 months or longer? YES \_\_\_\_\_ NO \_\_\_\_\_  
a. If yes, was it within the last seven (7) years? YES \_\_\_\_\_ NO \_\_\_\_\_

3. Have you previously been employed in the U. S.? YES \_\_\_\_\_ NO \_\_\_\_\_

4. Do you have a U. S. Social Security Number? YES \_\_\_\_\_ NO \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

If the answer to question1 above is “yes”, this individual IS NOT subject to the UM Criminal Background Check. We will waive our check in lieu of the investigation by the Department of Homeland Security.

If the answer to question1 above is “no”, and the answer to questions 2, 3, or 4 is “yes”, the individual IS subject to the UM Criminal Background Check.

If the individual is not subject to the UM Criminal Background Check, please submit this form to Human Resources.