



SAINT LOUIS UNIVERSITY
—
SCHOOL OF EDUCATION

International Students Frequently Asked Questions Office of Field Experience

If you are an International Student doing any number of hours in the field, you will need to complete the following steps to obtain your clearance documents:

- MO and FBI background check
- Tuberculosis (TB) Test
- Protecting God's Children

1. MO and FBI background check

Do I need FBI background check?	All students completing fieldwork, practicum, and/ or student teaching experience over 35 hours will be responsible for obtaining a MO and FBI background check prior to beginning. If you obtained a MO and FBI background check that expired or will expire during your time in the field, you must update, so it is current within one calendar year .
How do I get a MO and FBI background check?	<ol style="list-style-type: none">1. Go to the SLU Office of Clinical Education Compliance: https://www.slu.edu/registrar/services/background-checks.php2. Select "Local Student Background Check"3. Select an appointment time for your fingerprinting.4. On the next screen, titled Criminal Background Check Request, fill in your banner ID,

	<p>Select: "Education Fieldwork" from the drop-down menu and <u>choose</u> MO and FBI Fingerprint Check.</p> <p>The background check reports are sent directly to the Field Office. the</p> <p>For the following fields, please enter information below: the</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <ul style="list-style-type: none"> - Drivers License or State ID # - Issuing State - Social Security </div> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">Enter any government ID #, passport #, or 000000000</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">Select Missouri</div> <div style="border: 1px solid black; padding: 2px;">Enter any government ID # or passport #</div> </div> </div>
<p>Do I need a Social Security Number to obtain a background check?</p>	<p>No. For the FBI background check, you do not need a social security number (SSN). When asked to provide an SSN or ID # please enter a passport # or any government issued ID. Once you arrive at the office for the appointment, you will receive assistance and can change the information if necessary.</p> <p>However, International Students interested in obtaining a social security number may want to visit this page for more information. Social Security Administration Website.</p>
<p>2. Tuberculosis (TB) Test</p>	
<p>What is a TB test?</p>	<p>Tuberculosis screening is required for all students attending SLU. Each year Education students must provide a copy of their report to Dr. Joy Voss or upload to their <i>SOE Office of Field Experience</i> folder. For additional information about TB, visit the CDC website.</p>
<p>How do I get a copy of a TB report?</p>	<p>If you think you had a TB screening completed within a calendar year, talk to your doctor for a copy of the report.</p> <p>If you do not have a current copy of your TB report, then you will need to visit SLU Student Health Center:</p> <p style="text-align: center;">Marchetti Towers East 3518 Laclede Ave. St. Louis, MO 63103</p>

	<p>Phone: 314-977-2323 Fax: 314-977-7165</p> <p>Students can drop-in for an appointment Monday - Friday from 9 - 4pm.</p> <p>For more information visit: http://www.slu.edu/life-at-slu/student-health/index.php</p>
Important Information	<p>The report must include the date, a clear result of “negative,” as well as the name of the clinic with an official stamp or signature. Test results more than 12 months old will not be accepted.</p> <p>We suggest updating your TB at the beginning of the Fall semester of each year, so it is valid the entire Academic School year!</p>
3. Protecting God’s Children	
What is this workshop?	<p>This is a one-time workshop required by the SLU School of Education for all students, and lasts for 5 years. The workshop is required for all volunteers in Catholic Schools. A particular diocese may require additional training. You will be notified if this is necessary for your fieldwork. More information about the training can be found at http://archstl.org/sep</p> <p>Workshops are available every semester through the School of Education. You may also visit the St. Louis Archdiocese to find workshops.</p>
How do I get a certificate of completion?	<p>All completed workshops at SLU or outside of SLU will result in a certificate. The facilitator will give you instructions on how to register on the Virtus online system, and how to check and find your certificate when it is ready. Please upload a copy of this certificate to your <i>SOE Office of Field Experience</i> folder.</p>

After selecting a time for your appointment, the next screen is the Criminal Background Check Request. Please fill out all the personal information requested. See the example below for specific information needed.

SAINT LOUIS UNIVERSITY

Criminal Background Check Request

This registration form is for students who reside less than 40 miles way from the Saint Louis University campus.

* Please enter your Banner ID

* Department/School

* First Name

* Last Name

Middle Name

Maiden / Alias

Suffix

* Current Address

Current Address 2

* City

* Country

* Previous Address

Previous Address 2

* City

* Country

* Home Phone
(xxx-xxx-xxxx)

Cell Phone
(xxx-xxx-xxxx)

* Email



Personal Information

*Date of Birth

*Place of Birth (City and State)

*Citizen Country

If outside US

Immigration Status

Immigration Date

VISA / Registration #

*Drivers License or State ID #

*Issuing State

*Sex Female
 Male
 Other

*SSN
(xxxxxxxxxx)

*Height (ex. 5'2")

*Weight (ex. 123lbs)

*Race
Other

*Hair Color
Other

*Eye Color
Other

*Have you ever been convicted of a felony and or a misdemeanor No
 Yes

*Do you have any criminal charges currently pending No
 Yes

*Will you work with patients? No
 Yes

Department Information

 *Department Contact

Department Phone (ex. 123-456-7890)

Department Fax (ex. 123-456-7890)

Email

 *Type of background check

- MO & FBI Search
- MO/FBI and FSCR
- MO/FBI and Sex Offender
- Comprehensive (MO/FBI and Health or Education Registries)
- Comprehensive International (MO/FBI, Health or Education Registries and Government Watch List)

The information provided is complete and accurate to the best of my knowledge. I understand that the department requesting this information will be informed of any omission or falsification. I grant permission to Saint Louis University to obtain any and all information needed to process my request and to use the information as authorized and permitted by law.

* Please enter your Banner ID

*Print Full Name

