



Criminal Background Check & Identity Management Verification

Criminal Background Check and Identity Management Verification (IDM) The University of Texas Health Science Center at Houston (UTHealth Houston) requires that a criminal background screening process be completed and submitted by all new students prior to enrollment for their first term of study at their respective schools. Accepted students who do not consent to a criminal background check or who fail to provide the report as required will not be able to enroll at UT MD Anderson Cancer Center UTHealth Houston Graduate School.

Employment Screening Associates, an independent vendor, will provide the criminal background screening; all admitted students will be responsible for requesting the report and paying the required fee. Copies of the report will be provided directly to UT MD Anderson Cancer Center UTHealth Houston Graduate School of Biomedical Sciences. All information will be separately maintained in a confidential file. Employment Screening Associates will be reporting information that is in the public record and is not involved in any decision regarding admissions.

- **Note:** All international students who have resided in the United States for greater than 30 days prior to Orientation Day at GSBS are required to provide the Criminal Background Check report. Those students who arrive in the United States less than 30 days prior to Orientation Day are exempted from providing this report (students who fall under this criterion will need to request an exemption by e-mailing GSBS.Admissions@uth.tmc.edu with information on specified arrival date in August. For international students who have an approved exemptions from the CBC requirement on file, and upon Checking-in with UTHealth Houston Office of International Affairs (OIA), please email [Michael Valladolid](#), GSBS IT Director, to schedule an identity verification appointment either in person or online through Zoom or MS Teams to clear this hold. Being on camera is required. Present a current (not expired) state or federal issued photo ID - Drivers License, Passport.

Please read through ALL instructions. The answers to frequently asked questions are provided below, as well as information that you will need to know.

* Once you have completed your application, please review the information you provided before submitting to avoid a delay in your background check.

* If you have your phone or computer set to Auto fill, then you absolutely need to double check the information you entered.

* If there is a problem with your application or additional information is needed, an ESA/Pre-Check representative will contact you using the email address that you provided. Please double check that you provided a valid email address. You are responsible for replying to any emails from the ESA/Pre-Check company when information is updated, as ESA/Pre-Check will not be notified otherwise, and your background check will not be started.

* You will receive an email when your background check has been accepted. Your background check will be processed within 7-10 business days; however, ESA/Pre-Check cannot guarantee this time. If you have lived in multiple states or outside of the US, clearance will take longer to process. Please complete the process as soon as possible to avoid exceeding the deadline.

* Please do **NOT** contact ESA/Pre-Check Company for the status of your background check. The completed background check will be sent directly to the graduate school. You will not receive notification when it is completed. Upon notification to the school, the school will remove the CBC and IDM hold from the myUTH account. Students should monitor their myUTH accounts for holds.

* Students with criminal activity or those who have lived outside of Texas may take longer to process. Additional fees may apply for certain counties or states (i.e. NY, etc.). ESA/Pre-Check Company will contact you if an additional fee is required.

* Applicants that have lived outside of the United States for a period, their CBC/IDM clearance will take longer to process. The processing time varies per country. There will be an additional fee for all international background checks. This fee also varies per country. After reviewing your completed application, ESA/Pre-Check will contact you with the amount of fee and if any additional information is required.

* If you have any questions, please email esa@emplscreen.com.

* Please do **NOT** call ESA/Pre-Check Company.

Go to <https://www.emplscreen.com/esa-student-login.asp> and select “**University of Texas MD Anderson Cancer Center UTHealth Houston Graduate School of Biomedical Sciences**” from the dropdown. You will be taken to a new page and under “Next Steps” you will click on the “Apply here” button.

Once you enter the application, please complete the following steps:

* Fill in your contact information. The application is based on your email address so if you need to apply again for another background check, you will need to use a different email address.

- Pay your \$49 fee via credit card using the Submit Payment button.
- Click “yes” once you have paid and then Submit Now.
 - Your background check will not be started until payment is received!
- Read through the Acknowledgements
 - Click Next Section.
- Provide your Identity Information.
 - If you do not have a middle initial, fill the space with a period.
 - Please do not put n/a, no middle name, etc. in the middle initial field.
 - If you do not have a former name, you can leave this section blank.
 - Please do not provide your current name again in this section.
 - If you do not have a Social Security Number, fill in 999-99-9999.
 - Click Next Section
- Complete the Current Residence Section
 - Click Next Section
- Complete the Previous Residence Section.
 - If you do not have a prior address, you can leave this section blank.
 - Click Next Section
- Complete **ALL** of the Criminal Record Information.
 - Click Next Section
- Electronically Sign the Student Release for Background Investigation
 - Click Submit Now
- Complete the Residency form.
 - Please note: It is not assumed that you are, and have been, a resident of the U.S. for at least 6 months. All applicants are required to complete this form before your background check can be accepted.
- Complete the Proof of Identity form.
 - This form requires you to upload / scan in 2 **DIFFERENT** forms of Government issued identification. At least one of these **MUST** have a photo.
 - For example, you may upload 2 of the following
 - Driver’s License
 - Identification card
 - Passport
 - Social Security card

For questions regarding the Criminal Background Check and Identity Management Holds procedures, please contact the GSBS at GSBS.Admissions@uth.tmc.edu.