

Criminal Background Check and Identity Management Verification (IDM)

The University of Texas Health Science Center at Houston (UTHealth) 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 in the UTHealth School of Public Health.

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 the School of Public Health. 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.

Application Process

Read the [UTHealth School of Public Health policy](#) on Criminal Background Check.

Note: All international students who have resided in the United States for greater than 30 days prior to Orientation day at UTHealth School of Public Health 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 criteria will need to stop by the Office of Academic Affairs & Student Services to get IDM & CBC holds removed)

Completing Criminal Background and Identity Management Check

Go to <https://www.empscreen.com/esa-student-login.asp> and select University of Texas School of Public Health and click "Apply Here".

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 (please remember what email address you used).
- Select Begin Application
- Pay your \$49 fee via credit card using the Submit Payment button
- Select "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 (You do not need to provide a driver's license number or issue state. If you do not have middle initial, fill the space with a period. If you do not have a Social Security Number, fill in 999-99-9999).
- Complete the Current Residence Section

- Complete the Previous Address Section (If you do not have a prior address, you can leave this section blank).
- Complete ALL of the Criminal Record Information.
- Electronically Sign the Student Release for Background Investigation
- Select 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 two (2) **DIFFERENT** forms of government issued identification. At least one of these **MUST** have a photo. For example, you may upload two (2) of the following: Driver's License, Identification Card, Passport or Social Security Card
- You will receive an email when your background check has been accepted. If there is a problem, Employment Screening Associates will contact you. Your background check will be processed within 7 business days. If you have lived in multiple states or outside of the US, clearance will take longer to process. Please do not contact Employment Screening Associates for the status of your background check. The completed background check will be sent directly to the 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.
- Please allow enough time for these to be completed before your deadline date. Additional fees may apply and will be requested once your application and initial payment of \$49 is received
 - If you have lived in the state of New York (NY) and added fee of \$98 will also be applied for clearance.
- If you have any questions, please email esa@empscreen.com.

For questions regarding the Criminal Background Check policy and procedures, please call the Office of Student Affairs at 713-500-9032.