

## Directions for Student Criminal Background Check

You have two options for starting the Student Criminal Background Check.

- 1) You can go to [www.pre-check.com](http://www.pre-check.com) and click on “Students Log In” on the left hand side. Scroll towards the bottom and click on UT School of Medicine Rising Third Year Students.

Or

- 2) Go to <http://utmed3.trackingtalent.com/opportunities/student-criminal-background-check> and click on “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, please remember what email address you used.
- Click on **Begin Application**
- Pay your \$44 fee via [www.paypal.com](http://www.paypal.com) to [Diana@pre-check.com](mailto:Diana@pre-check.com) or using your credit card by going to [www.pre-check.com](http://www.pre-check.com) and clicking on “Payment” in the upper left hand side of the page; **write down your transaction/confirmation number.**
- Click “**yes**” if you paid and then **Submit Now**. Your background check will not be started until payment is received!
- Read through the Student Information section and provide your **Transaction/Confirmation Number** from your payment. Click **Submit Now**.
- Read through the release and then click **Next Section**.
- Provide your **Identity Information**. You do not need to provide a driver’s license number or issue state.
- Click **Next Section**
- Complete the Current Residence Section
- Click **Next Section**
- Complete the Previous Address Section
- Click **Next Section**
- Complete the Criminal Record Information.
- Click **Next Section**
- Electronically Sign the Student Release for Background Investigation
- Click **Submit Now**
- You will then be directed to a screen with your name on it and that you Applied for the Student Criminal Background Check.

**If you have any questions, please email Diana at [Diana@pre-check.com](mailto:Diana@pre-check.com)**