



Look beyond grade point averages.

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK FOR A CLINICAL EDUCATION PROGRAM

Kansas City University - COB - Biosciences Research

Background checks and immunizations are required on incoming students to insure the safety of the patients treated by students in the clinical education program. You are required to order your background check and immunizations tracking in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete; however, delivery to your school and/or clinical site can be impacted by a variety of factors.

To get started go to [MyStudentCheck](#), select your program from the drop down menu and select **Background Check**. You will need to select a package based on your residential history for the last 7 years.

If you previously created a StudentCheck profile as of November 2017, please login with your username and password. If you have not created a profile, please create an account.

Complete all required fields as prompted and continue to enter your payment information. If you are providing international residential history type the name in the Country field.

For your records, you will be provided a receipt and confirmation page of the background check ordered through PreCheck, Inc. PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

StudentCheck	\$39.50*
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**applicable taxes will be applied for residents of Texas and New Mexico.*

StudentCheck Canada	\$79.50
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BG Check for Int'l Residential History – Grp A	\$98.50
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BG Check for Int'l Residential History – Grp B	\$144.50
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Immunizations	\$35.00
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If you have international residential history in the last 7 years in foreign countries outside of those listed below please contact PreCheck at StudentCheck@PreCheck.com.

U.S. resident select package StudentCheck.

Canada resident select package StudentCheck Canada.

Select package “BG Check for Int'l Residential History - Grp A” for residential history in the following locations:

American Samoa	British Virgin Islands	Guadeloupe	New Zealand	St. Kitts Nevis Anguilla
Anguilla	Cayman Islands	Guernsey	Northern Ireland	St. Vincent & Grenadine
Aruba	Dominica	Ireland	N. Mariana Islands	Trinidad & Tobago
Australia	Dominican Republic	Isle of Man	Philippines	Turk & Caicos
Bahamas	England	Jamaica	St. Lucia	Virgin Islands (US)
Barbados	Grenada	Martinique	St. Martin	Wales
Bermuda	Guam	Mexico	Scotland	

Select package **“BG Check for Int’l Residential History - Grp B”** for residential history in the following locations:

Andorra	Ecuador	India	Nauru	Suriname
Argentina	El Salvador	Indonesia	Netherlands	Sweden
Austria	Federated States of Micronesia	Israel	Nicaragua	Switzerland
Belgium	Fiji	Italy	Nigeria	Taiwan
Belize	Finland	Japan	Norway	Thailand
Bolivia	France	Kenya	Palau	Tonga
Botswana	French Polynesia	Kiribati	Papua New Guinea	Tuvalu
Brazil	Germany	Korea	Paraguay	Uruguay
Brunei Darussalam	Greece	Liechtenstein	Peru	Vanuatu
Cape Verde	Greenland	Lithuania	Poland	Vatican City
Chile	Guatemala	Luxembourg	Portugal	Venezuela
Columbia	Guyana	Macau	Samoa	Zimbabwe
Cook Islands	Haiti	Malaysia	Singapore	
Costa Rica	Honduras	Malta	Solomon Islands	
Cyprus	Hong Kong	Micronesia	South Africa	
Denmark	Iceland	Myanmar	Spain	

Immunizations:

Your receipt will contain a link to the immunization instructions and documents which should be presented to your physician for completion. Please allow yourself time well in advance of your clinical to allow for payment, receipt, processing and review of your records.

Once you have completed your Immunization Documents you will submit your proof of vaccinations and immunizations to SentryMD at <https://mysentrymd.com/sentrymd.html#/upload>. You will receive an immediate confirmation that the upload was successful and within 3 business days you will receive an email as to your compliance with requirements.

All documentation should have your name indicated clearly and legibly. Once received, your documentation will be evaluated for compliance, and confirmation will be delivered to you and your school administrator.

Email any questions about your immunizations tracking to: KCUMB@SentryMD.com.

FREQUENTLY ASKED QUESTIONS:

1. **Does PreCheck need every street address where I have lived over the past 7 years?** No. Just the city and state.
2. **Do I get a copy of the background report?** Yes. Log into www.mystudentcheck.com and click on “Check Status”, and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy.
3. **I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call?** Call PreCheck’s Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.
4. **How do I know which Immunization records I need to provide?** Your school will provide a list of all required immunization records and/or certifications. This information can be found by clicking on the link found in your PreCheck receipt. (See page 5 of this packet for the CRD checklist).
5. **Can I present my forms directly to my program administrator?** No, you should submit your forms via the secure SentryMD Uploader: <https://mysentrymd.com/sentrymd.html#/upload>.
6. **My program administrator contacted me to tell me that my forms are deficient. What do I do now?** Contact a SentryMD representative by emailing your questions to: KCUMB@SentryMD.com
7. **How do I know my documentation was received?** A confirmation email will be sent immediately if your upload was successful. Within 3 business day you're compliance will be emailed to you from a representative at SentryMD.
8. **Since StudentCheck and SentryMD are partners who should I call?** After receiving your confirmation, if you have immunization tracking questions please contact SentryMD directly at KCUMB@SentryMD.com. If you have issues during the initial ordering process email StudentCheck@PreCheck.com.

If you need additional assistance, please contact PreCheck at StudentCheck@PreCheck.com.