



## Student Criminal Background Check Investigation Instructions

A criminal background check is a requirement of **Stanford University School of Medicine - International Visiting Students Program** and/or clinical agencies for your program of study. Failure to complete these requirements will prevent you from completing clinical rotations.

Below are step-by-step instructions for accessing [Application Station: Student Edition](#) to authorize and pay for a background investigation.

Please note that the [Application Station: Student Edition](#) requires the student to complete specific instructions provided by Certiphi Screening.

### Instructions:

1. Click the link or paste it into your browser: <https://applicationstation.certiphi.com>
2. If this is your first time using the Application Station site then please click “**Sign Up**” to create an account. Once your account has been created please click “**Log In**”. If you already have an account then you can click “**Log In**” right away.
3. Enter your Username and Password.
4. Enter the Code: **STANFORDINTLVISITSTUDENT** in the Application Station Code field.
5. Follow the instructions on the Application Station web site to complete the application.

*\*Note – please store the username and password created for [Application Station](#) in a secure location. This information is needed to enter [Application Station](#) in the future which includes obtaining a copy of your background investigation report.*

If you encounter issues with the [Application Station: Student Edition](#) or have questions regarding the site, please contact **Certiphi’s Help Desk at 1-888-260-1370 Ext 2006** or [itsupport@certiphi.com](mailto:itsupport@certiphi.com).

Criminal Background Investigations are completed, on average, within 5 business days. However, International Police Clearances can see longer turnaround times. Once completed, you will receive an email from Certiphi Screening, [studentedition@certiphi.com](mailto:studentedition@certiphi.com). Stanford University School of Medicine - International Visiting Students Program will also receive notification and a copy of your completed background investigation.

Follow the link in the email to view the completed background investigation. To access the site use the same username and password created at the time you submitted your background investigation. Application Station includes instructions for filing a dispute should you feel anything in the investigation is incorrect.

The criminal background investigation consists of the search components listed below. All records are searched by primary name and all AKAs, and addresses lived within the past 3 years.

- International Criminal Verification (police clearance)
- Canadian Criminal Records Search (CPIC)
- U.S. County Criminal Records Search
- U.S. National Criminal Database Search
- SanctionsBase Search
- OIG/GSA Excluded Parties Search

## Report Delivery Manager

Report Delivery Manager (RDM) allows students to distribute an electronic copy of your background check results to a third-party for clinical rotations. RDM can be found in *Application Station: Student Edition*. Reports are available to students for 36 months. If reports are needed beyond 36 months, students must print a copy to be distributed as needed.

1. Click the link below or paste it into your browser: <https://applicationstation.certiphi.com>
2. Enter the Application Station Code applicable to the report you are trying to forward.
3. To access the Report Delivery Manager, choose the "If you are returning" option on the left side of the home page and click "Sign back in."
4. Enter the username and password created at the time of submitting your background investigation and/or drug screen.
5. Report Delivery Manager can be found at the bottom of the Welcome Back screen.
6. To authorize a new third party to view a background check, click "Create a New Delivery."
7. Read the "Important Notice", type your name and click "Agree."
8. Supply the third party's contact information: Last Name, First Name and Organization. Report Access Keys are generated, including an ApplicationStation Code and Access PIN.

***Certiphi Screening recommends that the student contact the third party and provide the ApplicationStation website address, code and PIN to the contact verbally. This method provides the highest level of security.*** However, the student can also authorize that an e-mail containing this information be sent to the contact at the clinical facility. If you wish to have an email containing the Access Keys to be sent directly to the clinical facility, follow steps 8 and 9.

9. To authorize an e-mail, locate "Other Delivery Options, Option 2" and click "[here to send an email.](#)"
10. Provide and confirm the recipient's e-mail address, and then select either Option 1 or Option 2, which determines what information is sent to the recipient via e-mail.

The system provides confirmation that an e-mail has been sent, along with the ApplicationStation Code and Access PIN for future reference.