Instructions for Student Teaching Criminal Background Checks:

1. Type the following link into your browser:
   http://www.applicationstation.com
2. Enter the Code: UNCHEDUCATION in the Application Station Code field.
3. Create an account for yourself by clicking the "SIGN UP NOW" button. If you have previously created an account, simply click the "SIGN BACK IN" button to login using your Username and Password.
4. Follow the instructions on the Application Station web site to complete your background investigation order.

The base cost of this background investigation is $20.00 but there may be additional costs if you have changed your name or go by more than one name. The School of Education receives no monies from this background investigation.

If you have questions pertaining to the criminal background check process, please contact Jackie Smith, Certiphi Student Screening Account Manager, by telephone at 888-260-1370, ext 2436 or via email at jsmith@certiphi.com. If you encounter technical issues with the Application Station site, please contact Application Station Support at: 888-291-1369 x2006.