SMSU Science Department

Request for Background Study Application Checklist

Students who need to obtain a background study for professional practicum should follow the below checklist to ensure that the application is completed in a timely manner.

1. Refer to the Exercise Science webpage, Professional Practicum tab "Instructions for completing a Background Study Application" for complete instructions on how to initiate and complete a Background Study Application with the MN Dept. of Human Services via Netstudy 2.0.

2. Complete and email the below information to Monica Miller, Science Dept. Admin. Assistant at Monica.Miller@smsu.edu. NOTE: This <u>must</u> be done prior to or at the same time you submit your Background Study Application with Netstudy 2.0/MN DHS. You may copy and paste the below information in an email.

    Student Name:
    Star ID:
    Address, City, State, Zip:
    SMSU Email: *SMSU email will be the only email used to contact you.*
    Cell Phone:
    Advising Faculty Member:
    Anticipated Practicum Timeframe: *This should be the start and end date of your Practicum.*

3. Below is a listing of items needed to complete your Background Study Application:
    - Valid Driver's License or Passport
        - You must provide (in-person) a clear-readable copy of your ID to Monica Miller (Monica.Miller@smsu.edu, Office location SM 178). Students who are unable to provide documents in-person should contact Monica to arrange an alternative.
        - NOTE: The demographic information listed on your Background Study Application MUST match your ID *and* the demographic information you have listed with SMSU. If it does not, your background application will be denied.
    - A fee of $20 is required. *Paid online to MN DHS, NOT to SMSU*
    - Fingerprints and a photograph will be required. You MUST follow the steps on the MN DHS site to complete this step
        - Please refer to the link below for instructions on obtaining your fingerprint and photo, and finding locations closest to you. *A fee will be required by the location.*
        - Fingerprint & photo link: https://mn.gov/dhs/general-public/background-studies/netstudy-2.0-background-study-changes/