

Criminal Background Checks

Effective January 1, 2008, Rosalind Franklin University of Medicine and Science, will require a criminal background check for all applicants admitted to the College of Health Professions, not including distance education programs, prior to matriculation and subsequently as required by clinical partners. Criminal background checks ensure students graduating from the University will be able to obtain a license to practice and protects the safety of students, faculty, staff and patients.

The criminal background check is not a component of the application, interview, or decision making process for the school. It is, however, a mandatory component of the post-acceptance matriculation process.

What is the process for completing the Criminal Background Check?

If you are accepted and after you return your letter of intent and tuition deposit you will receive an email from *Certiphi* directing you on how to complete the criminal background check process. RFUMS utilizes a private vendor, *Certiphi*, who specializes in background checks for the health care industry. After submitting all of the required information, *Certiphi* will conduct the criminal background check. Both the student as well as Rosalind Franklin University will receive a copy of the results. You will have 10 business days upon receipt to refute any false information contained in the report. All students who have not had their criminal background check completed by matriculation will be considered “provisionally matriculated” until the criminal background results are reviewed by Rosalind Franklin University. Each individual’s criminal background check will be kept confidentially and separately from the student’s academic file.

How much does the background check cost?

You will be able to complete your entire background check process online. You will receive an e-mail from *Certiphi* with instructions on how to proceed. The cost is approximately \$30 (cost varies by state of residence) which you will be able to pay through *Certiphi*’s secure website.

Why are criminal background checks being conducted?

Criminal background checks are intended to :

- Ensure students admitted to Rosalind Franklin University of Medicine and Science will be eligible to be licensed after graduation
- Protect the safety of Rosalind Franklin University students, staff, faculty, and patients and employees of our clinical partners

What will happen if a criminal record is revealed by criminal background check?

You will be contacted if the results of your background check warrant further discussion or action. The Criminal Background Check Review Committee will make a decision on your eligibility for matriculation. Decisions are made on a case-by-case basis.

Will I get to see what my criminal background check reports to the University?

Yes, you will receive a copy of your criminal background check. You will receive the same information that Rosalind Franklin University receives. You will have 10 business days upon receipt to refute any false information contained in the report.