

Instructions for Completion of Mandatory Criminal History Background Check

In accordance with North Dakota University System Policy 511, *Student Criminal History Background Checks*, the University of North Dakota Graduate School reviews all graduate student admission applications that indicate a prior criminal or disciplinary history. Since you have indicated a prior criminal history, the Graduate School at UND is requesting additional information.

In order to move forward in the admission process, you will need to fill out the enclosed “Notification/Release of Information” form. Please send and/or fax the completed form to the following address:

Director of Graduate Admissions
The Graduate School
University of North Dakota
Twamley Hall Room 414
264 Centennial Drive STOP 8178
Grand Forks, ND 58202-8357
(701) 777-3619-Fax
(701) 777-3858-Office

Once our office receives your completed form you will receive a call from Hons Investigations. The cost to complete the verification of your reported criminal record(s) is to be paid directly to Hons Investigations by you, the applicant. You will need to present Hons Investigations with either a Visa/Mastercard number at the time they make contact with you. You may request an estimate of the cost from Hons Investigations prior to any collection of records. In addition, all documents collected by Hons Investigations must be received in our office no later than 30 days prior to the first day of classes. Your immediate response to this request is essential to allowing adequate time for campus processing. No further action will be taken on your application for admission until the University of North Dakota receives the enclosed form and the official documentation is received from HONS Investigations. If you are admitted and it is determined that you did not disclose all information concerning your disciplinary and/or criminal history, including pending charges, your continued enrollment will be reviewed and you could be suspended.

Should you have questions related to the requested documentation please contact the Graduate School at the number provided above.