



SOUTH BEND

## Service Learning in Health Sciences

### Background Check

[All students completing a Service Learning Experience in the Vera Z. Dwyer College of Health Sciences \(Links to an external site.\)](#) are required to complete an IU sponsored background check *at the student's expense*. The background check fee starts at \$18 and can vary depending on the locations a student has lived.

#### ✓ How to Complete

To complete the IU sponsored background check through BackgroundChecks.com, please visit this

Double Click the link:<https://www.backgroundchecks.com/solutions/indianauniversity>

Please review the document (below) for additional information.

#### ✓ How to Submit

To complete this assignment, a PDF verification of completion of the background check must be submitted to the Vera Z. Dwyer College of Health Sciences Academic Advising and Student Success: [dchsadv@iusb.edu](mailto:dchsadv@iusb.edu)

This assignment is a complete/incomplete assignment and I will update the status of your assignment when I am able to verify with Academic Advising and Student Success that is completed.

#### IMPORTANT NOTES:

1. You do not need to email the entire report, just the PDF certificate which can be found in your student account --> Manage Report --> PDF icon
2. The report will not be immediately available when you submit the background check. You are responsible for checking back in to the site (often 10-14 days) to your student account to see when it has finished processing

#### ! Questions

Any questions about the completion of this assignment should be directed to the Vera Z. Dwyer College of Health Sciences Academic Advising and Student Success: [dchsadv@iusb.edu](mailto:dchsadv@iusb.edu)