1) Departments will submit offer letters for all salaried graduate students being hired or returning to Academic Resources via email: [academic.resources@unt.edu](mailto:academic.resources@unt.edu) by the due date for the appropriate semester listed below.
   a. Academic Resources will respond to confirm offer letter received and if CHC is needed; if needed, CHC will be ordered accordingly, per step 2 below.
   b. Departments must use Graduate Student Offer Template to draft and send all their graduate student offer letters. Letters should be issued from and returned to the department.
      i. Departments should inform their graduate students to expect a criminal history check email request from HireRight sent to the preferred email listed on the offer letter. Students will need to complete and submit this request as soon as possible and no later than one week following its receipt or it will expire and will need to be reissued.
      ii. Signed offer letters must be attached to the ePAR before it will be approved.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Fall</td>
<td>Offer letters due to Academic Resources 1&lt;sup&gt;st&lt;/sup&gt; business day of August</td>
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<tr>
<td>Spring</td>
<td>Offer letters due to Academic Resources 1&lt;sup&gt;st&lt;/sup&gt; business day of December</td>
</tr>
<tr>
<td>Summer</td>
<td>Offer letters due to Academic Resources 1&lt;sup&gt;st&lt;/sup&gt; business day of May</td>
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</tbody>
</table>

2) Upon receipt of the offer letter, Academic Resources will determine if CHC is needed and submit the CHC requests to HireRight.
3) HireRight will send each student an email with instructions on how to log into HireRight and complete the criminal history check form online.
4) The student will complete their part of the criminal history check via HireRight.
   a. Typical turnaround time for a CHC is 1-3 business days.
5) When criminal history check is cleared, Academic Resources will forward the cleared results email from HireRight to the department, indicating that they can submit this student’s ePAR after ePAR instructions for the appropriate semester have been sent out. In the event of an adverse report, Academic Resources will be in direct contact with the Department Chair and/or the direct supervisor of the student.
6) Departments submit graduate student ePARs. Graduate student ePARs will not be approved without a signed letter attached and a cleared criminal history check completed through Academic Resources, if required.
7) **NOTE:** All relevant documents can also be obtained at [https://vpaa.unt.edu/resources/retention](https://vpaa.unt.edu/resources/retention)
8) **Resources:**
   a. Davelyn McCartney, Academic Resources Assistant, ext. 3512
   b. Chance McMillan, Academic Resources Assistant, ext. 2138
   c. Melissa Holland, Academic Resources Coordinator, ext. 2673
   d. Tami Patterson, Academic Resources Generalist, ext. 3953
Salaried Graduate Student Criminal History Check Process

AR = Academic Resources
Spreadsheet = Graduate Student CHC Dept Requests Spreadsheet
Provider = CHC Provider (HireRight)