



Level 2/Fingerprinting: Instructions for Student-Employees:

Student-employees with job descriptions that include supervision, care and/or contact with minors (other than University of Miami students) must complete a LEVEL 2 Background Check which includes criminal background check and fingerprinting PRIOR to hiring into the position. The student may NOT be hired in Workday for that position until the LEVEL 2 check is completed and cleared.

1. Complete this form with the information required and send to the Office of Financial Assistance and Employment (OSFAE) or email it to [Connie Diaz - Cadiaz@miami.edu](mailto:ConnieDiaz-Cadiaz@miami.edu)
 - Student-employee First Name:
 - Student-employee Last Name:
 - C #:
 - Student-employee Phone Number:
 - Student-employee e-mail address:
 - Department Name:
 - Account #:
 - Name of Student-employee Manager
 - Phone number of Student-employee Manager
 - Name of Department Contact (if different from Manager):
 - Student-Employee Job Profile:
 - Hire Date:
2. The student-employee will be contacted by the OSFAE for a time to pick up and complete Fingerprinting/Level 2 forms at the Office of Student Financial Assistance and Employment – 2275 University Center within two-working days.
3. Once the forms are completed, the student candidate will be sent to South Florida Fingerprinting located at **5900 SW 73rd Street - South Miami, FL 33143** Hours: 9:30 - 5:30 pm M-F Phone: 305-661-1636 to complete the test. At the present time due to the pandemic appointments are required.
4. Once your candidate has cleared, you will receive an email from the Office of Student Financial Assistance and Employment.
5. Student Employee cannot be hired in Workday until the Manager and/or the contact person receives authorization of clearance.