

Florida Statute 1010.35 Screening Process

Supplemental Information

The University of Central Florida (UCF) is required by state law to meet certain screening requirements before offering a Research or Research-Related Support Position to certain individuals. If this screening process applies to you, you must provide the documents and information outlined below. UCF is here to help you through this process, so please don't hesitate to let us know if you have any questions. If you have questions related to the information outlined below, please work through your UCF hiring contact to reach out to the UCF Office of International Collaboration and Export Control.

The screening process applies to:

-
- | | | | | | |
|--|---|--|--|--|---|
| 1 | Foreign Nationals (i.e., Non U.S. Citizens/Non U.S. Permanent Residents) seeking employment in Research or Research Related Support Positions, including graduate and undergraduate students seeking such positions. | | | | |
| 2 | <table><tbody><tr><td data-bbox="453 1094 852 1320">U.S. Citizens or U.S. Permanent Residents seeking employment in Research or Research Related Support Positions, if the individual:</td><td data-bbox="907 1094 1336 1224">Has an affiliation with an institution or program in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela; or</td></tr><tr><td></td><td data-bbox="907 1262 1336 1421">Has had one year or more of employment, higher education, or training in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela.</td></tr></tbody></table> | U.S. Citizens or U.S. Permanent Residents seeking employment in Research or Research Related Support Positions, if the individual: | Has an affiliation with an institution or program in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela; or | | Has had one year or more of employment, higher education, or training in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela. |
| U.S. Citizens or U.S. Permanent Residents seeking employment in Research or Research Related Support Positions, if the individual: | Has an affiliation with an institution or program in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela; or | | | | |
| | Has had one year or more of employment, higher education, or training in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela. | | | | |

These requirements do not apply to U.S. citizens or U.S. permanent residents if the employment or training was/is through an agency of the U.S. Government.

If you meet the requirements outlined in #1 or #2, please provide the documents and information requested below.



What documents must be provided as part of the screening process?

Before we can offer you a position, you must provide the following:

Your CV or Resume must include the following:

Every institution of higher education attended, including contact information for the institution and dates of attendances

All previous employment since your 18th birthday, including contact information for the employer(s) and dates of employment;

A list of all published material for which you:

received credit as an author,
received credit as a researcher,
contributed significant research, writing, or editorial support;

A list of your current and pending research funding from any source, including:

funder
amount
role on the project
a brief description of the research

A full disclosure of non-university professional activities, including any affiliation with an institution or program in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela

Note: You can incorporate this information into the CV/resume used to apply for the position; or the information can be appended to a more traditional CV/resume. We highly encourage you to utilize the **UCF International CV/resume template** available online at <https://corona.research.ucf.edu/screening-process-for-research-positions/> . When listing your publications, we also encourage you to include a link to your Google Scholar or Research Gate page. This can help expedite the screening process.

If you are a Foreign National, and you have a passport or a copy of your non-immigrant Visa Application, you must also provide a copy of those documents. If you do not have a passport and/or copy of your non-immigrant visa application, please see the below guidance.

If you have a passport, you must provide a copy of the biographical pages(s) of the passport (See example to the right). If you do not have a passport, please provide a written document stating that you do not have a passport. If you do not have a passport, this will not hold up the hiring/review process. However, if UCF will be assisting you with obtaining a visa, you will be required to provide a copy of the passport as part of that process.



Example of the biographical page of the passport.

Image provided by travel.state.gov

If you have a copy of your submitted Nonimmigrant Visa Application, you must provide a copy of the Application. The Application can be retrieved **before** hitting the submit button on the Consular Electronic Application Center website. If you are unable to obtain a copy of the Application or have not yet submitted one, please provide a written explanation with this information. If you do not have a copy of the Application this will not hold up the hiring/review process. However, if UCF is assisting you with obtaining a visa, you will be required to provide a copy of the Application as part of that process. An example of a visa application can be found on the U.S. Department of State website at: https://travel.state.gov/content/dam/visas/PDF-other/DS-160-Example_11012019.pdf.

Who should you provide the information to?

Unless otherwise instructed in the email accompanying this document, you should provide this information to the UCF contact that you have been communicating with related to the employment application/hiring process.

What is done with my information?

Florida law requires that UCF take reasonable steps to:

Contact and verify every institution of higher education attended.	Contact and verify all previous employment in the last 10 years.	Review publicly available information to identify any education, employment, publication, or professional activity that may have not been included in the resume.	Review publicly available information to identify persons subject to sanctions or restrictions under U.S. federal law.
--	--	---	--

What happens if the required information is not provided or if information is omitted?

We encourage you to provide all the information required by law to prevent delays in the process. Failure to provide copies of the above referenced information; identification of affiliations or activities that violate U.S. Federal/state laws or UCF policies; and/or failure to disclose a substantial educational activity, employment activity, research-related activity, publication, or presentation may result in further action, including termination or revocation of admission and/or employment.