



### Instructions

Please follow the steps below to assist you in completing the background check required for admission to the University of North Florida.

### Checklist

**If you are reporting State and Federal Law violations:**

*If you are reporting educational violations only you may skip this process.*

- 1) Log into the UNF Sterling background check portal using the following QR code.
- 2) Click the next arrow button after the popup screen. This will bring you to a UNF welcome screen.
- 3) Click on "Create Account"
- 4) On the "Before You Get Started" screen, fill out the requested information.
- 5) Review the compliance information.
- 6) Fill in your personal information, be prepared to list 7-years of address history.  
\* If you do not have 7-years of address history, list your most recent address.  
Click on the next arrow button after filling in this information.
- 7) Review the information you submitted.
- 8) On the payment portal screen, you will be asked for your credit card or debit card information. The minimum cost of the background check is \$34.51.  
There may be additional costs, depending on the extent of the investigation.
- 9) You will be notified via email with a receipt of your order.
- 10) Sterling will notify you when your background check is complete.
- 11) Please contact Sterling if you are inquiring about the status of your background check using the information they have provided you.
- 12) If you have questions about the status of your Judicial Hold Committee review upon Sterling completing your background check please contact (904) 620-3979 or email [universityconduct@unf.edu](mailto:universityconduct@unf.edu).



**If you are reporting educational violations that occurred at an educational institution (e.g. High School, College, University, or UNF) use this process:**

- 1) Go to the UNF Office of the Dean of Students website: [https://www.unf.edu/deanofstudents/Judicial\\_Hold\\_for\\_UNF\\_Admission.aspx](https://www.unf.edu/deanofstudents/Judicial_Hold_for_UNF_Admission.aspx).
- 2) Download the Disciplinary Clearance Form (linked here).
- 3) Fill out the top half of the Disciplinary Clearance Form.
- 4) Have your Principal, Dean or Conduct Officer from the institution where the violation occurred, fill out the bottom half of the form and fax it to the UNF Office of the Dean of Students at (904) 620-3922 or email it to: [universityconduct@unf.edu](mailto:universityconduct@unf.edu).

For more information about the UNF judicial hold for admission clearance process, please review the Dean of Students website or call (904) 620-3979 or email [universityconduct@unf.edu](mailto:universityconduct@unf.edu).