



Brussels Internship Program FBI Background Check Directions

It is each student's responsibility to fully complete and submit an FBI background check application, which will be used later in the program guided visa application process. All documents must be received by the date established by the Global Programs Office of the Missouri School of Journalism.

When: Fall Program: **June 1st**
Spring Program: **October 3rd**
Due by 5:00 p.m. in person or by mail

Where: Global Programs Office
Missouri School of Journalism
134 Neff Annex
Columbia, MO 65211

Cost: Around \$50-\$100

An FBI background check / Belgium Visa Background Check covering the **last five years** is required for all students **21 years of age or older** at the start of the Brussels Internship Program. The background check must be dated within **six months** of your date of application for the Shengen Visa and can be obtained from the FBI CJIS Division (Record Request, 1000 Custer Hollow Rd., Clarksburg, WV 26306). **ONLY FBI CHECKS PRINTED ON TAMPER PROOF PAPER ARE ACCEPTED – NOT a printed electronic copy.**

Due to the lengthy process, it is strongly advised that you request your FBI Background Check from the FBI or through an **FBI-Approved Channeler (*highly recommended*)** immediately upon your decision to apply to the Brussels Internship Program. A listing of the FBI-Approved Channelers can be found on the FBI's website by searching "**Channelers**" at <http://www.fbi.gov/> or by following this link: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/fbi-approved-channelers>

The necessary forms and detailed directions on how to complete the process can be found on the FBI's website by searching "**Summary Checks**" at <http://www.fbi.gov/> or by following this link: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/submitting-a-criminal-history-summary-request-to-the-fbi>

Have your local police department complete the fingerprint form using a **Live Scan Machine**, if possible, as this is a more reliable process. Both the Columbia Police Department on Walnut & MUPD in Virginia Avenue Garage offer this service. The necessary fingerprint form can be found on the FBI's website by searching "**Fingerprint Form**" at <http://www.fbi.gov/> or by following this link: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/standard-fingerprint-form-fd-258>

Request 3-4 original sets to be completed as the FBI is very particular about acceptable prints and will deny any illegible prints via postal mail, which will considerably hinder the timing of your visa application process and increase your costs.

The most recent background check fee was \$18, which you can pay online using a credit card (mail proof of payment with application) or by mailing a cashier's check or money order.

Indicate on the form that the **results should be delivered to the Global Programs Office** at the address listed above.

NOTE: Failure to submit complete and accurate forms or to submit them in a timely manner may cause delays in the processing of your visa. Consequently, delays or a visa denial will directly affect participation in the program.

More information:

Belgian Visa: http://countries.diplomatie.belgium.be/en/united_states/visa_belgium/higher_education_students/
FBI Background Check FAQ's: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/faqs>

***** Any reported record on your national criminal background check will delay the processing of your visa, and may result in an inability to participate in the program. Schedule a meeting with your Study Abroad Advisor ASAP to discuss any history that might delay your background check or result in your visa application being denied.*****