From: applicationstation@truescreen.com
To: <<Applicant Email>>
Subject: Background Investigation Form Requested

Message Text:

Dear <<Applicant Name>>,

Columbia University has partnered with Truescreen Inc. to conduct background checks as part of its commitment to fostering a positive, inclusive, and safe work environment.

In New York State, employers are mandated by law to conduct employment background checks in two parts. The first part, the **Pre-Offer Education and Employment Check (Pre-Offer)** involves verifying education and employment history, while the second part focuses on criminal background checks. The **Pre-Offer** process will NOT be started until you complete the forms by following the instructions below:

1. Click https://applicationstation.truescreen.com
    If the provided link does not work, please copy and paste the link into your browser.

2. Create an account using the Sign Up Now Button.
    NOTE: If returning, please skip this step, use the account you created originally, and proceed to step 4.

3. After signing up, you will be asked to login with the credentials you created in Step 2.

4. Sign in using the account information you created in Step 2.

5. Follow the online instructions on the Application Station Web Site, which will guide you through the process.

6. To complete the process on Application Station you will need to provide:
    *   Your Social Security number.
    *   Your date of birth.
    *   Your residential history for the last 7 years.
    *   Your employment history for the last 7 years, including the names, dates and contact information for each employer
    *   The highest degree you have earned, including the institution from which it was earned, and the date it was awarded.

If requested, your Application Station code is <<RequestCode>>

If requested, your Case Reference Number is <<ClientCaseId>>

If you have questions about the information you are being asked to provide, please contact your representative at <<Client Name>>.

Details matter.

If you experience technical issues logging on to the Application Station site, please contact Application Station Support at 888-291-1369 x2006.

Thank You,
Application Station

APPLICATION STATION (REMINDERS)

From: applicationstation@truescreen.com
To: <<Applicant Email>>
Subject: REMINDER: Background Investigation Forms Requested

Message Text:

Dear <<Applicant Name>>,

It appears that you have not provided authorization to Truescreen, Inc. to complete a Pre-Offer Education and Employment check. As a reminder, your prompt attention to this matter has been requested by <<Client Name>>. **PLEASE BE AWARE THAT IF THIS BACKGROUND CHECK IS BEING RUN AS PART OF AN EMPLOYMENT SCREENING, FAILURE TO PROVIDE TRUESCREEN WITH THE REQUESTED INFORMATION IN A TIMELY WAY MAY DELAY COLUMBIA'S PROCESS.**

To complete the forms, please follow the instructions below:

1. Click https://applicationstation.truescreen.com
    If the provided link does not work, please copy and paste the link into your browser.

2. Create an account using the Sign Up Now Button.
    NOTE: If returning, please skip this step, use the account you created originally, and proceed to step 4.

3. After signing up, you will be asked to login with the credentials you created in Step 2.

4. Sign in using the account information you created in Step 2.

5. Follow the online instructions on the Application Station Web Site, which will guide you through the process.

If requested, your Application Station code is <<RequestCode>>

If requested, your Case Reference Number is <<ClientCaseId>>

If you have questions about the information you are being asked to provide, please contact your representative at <<Client Name>>.

If you experience technical issues logging on to the Application Station site, please contact Application Station Support at 888-291-1369 x2006.

Thank You,
Application Station