## Background checks on visiting scholars and PhD students

1. Department/host 2a. Background 7. The host/department 6. Background requests the initiation Screening 4. Head of submits quest information 0. Department/host **Screening Office** of a background Office creates a department/ to the International Staff identifies that the informs the check. case in school either Office and enters the guest intended guest is from department/host. The host WorkZone and into the rejects or a high-risk country. can arrange the guest stay The department/host 5. Background initiates the "Medarbejderstamkortet". approves with the guest completes part 1 of background Screening The the document. It is check process Office receives department/school sent to the the final has its own processes 9. Conclusion/record-8. The International Staff Background background to ensure that quests keeping. Upon Screening Office via Office (ISO) confirms 3. Background check. 2b. Background are not invited until agreement of the stay, the whether a background Outlook. Screening the need for (and Screening International Staff Office check has been carried Office compiles Office initiates outcome of) a The department/host records the approval in out. part 1 and part background check has an open source the Workzone case for ISO applies for a work and obtains and attaches 2, which are search (part 2 of been assessed. the guest stay. The residence permit if an the guest's CV and sent for the document). background check case is approved background publication list. approval. deleted after 6 months. check is available.