

UNIVERSAL BACKGROUND SCREENING

International Candidate Guidelines

For SOM Academic Personnel, as of 10/31/2025

Once the background screening is initiated, the candidate receives an email directly from Universal Background Screening. If the candidate is international (i.e., previous addresses may be outside the US; candidate may not have a Social Security Number), please follow the guidelines below.

Candidate should complete required information in Universal as follows:

1) Candidate enters the following information into required *Subject Information* section:

- Enter **999-99-9999** in the *Social Security #* and *Confirm SSN* fields.

Social Security #*

Confirm SSN*

- If *Current Residence* is international, enter **City, Country** in the *City* field in the format shown below, using international residence. (If the comma causes a form error, use a space.)
- Enter **XX** in the *State* field.
- Enter **99999** in the *Zip Code* field.
- Enter **999-999-9999** in the *Phone Number* field.

Current Address*

Phone Number*

2) Candidate enters any US addresses in *Address History*.

3) Candidate signs and submits all forms and disclosures, arriving at this screen:

UCDAVIS

Thank you. Your forms have been received.
Your confirmation number is 34859318.

4) Candidate then emails a list of international addresses (school, home, and work) from the previous 7 years to the onboarding contact (CC to SOMAPTeam@health.ucdavis.edu).

The background check administrator will manually add the appropriate international court search(es) as needed, and they will be added to the background check that is in process.

Please email SOMAPTeam@health.ucdavis.edu with any questions.

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