

To: GT HR Customer Service

From: Dept. Rep.: \_\_\_\_\_, Host Dept.: \_\_\_\_\_

Date: \_\_\_\_\_

RE: Background Check Waiver for Affiliate

Affiliate Name: \_\_\_\_\_

GT ID: \_\_\_\_\_

Job Code: \_\_\_\_\_

Select one appropriate waiver reason:

Affiliate Category	Reason for Waiver (check one)	
<b>Business Partner/Contractor (995xA1)</b>		A background check was done by their external employer per a GIT services agreement*; <u>OR</u> , they are a state or federal representative on assignment to GIT**
<b>GT Entities &amp; Affiliated Organizations (995xA2)</b>		A background check was done by their external employer per a GIT services agreement*
		A background check was done directly by their host GIT department***
<b>Instruction &amp; Counseling (995xA3)</b>		A background check was done by their external employer per a GIT services agreement*
<b>Short-Term Research/Access (995xA4)</b>		Background check encouraged but not required
<b>Research/Collaborate Long Term (995xA5)</b>		Affiliate is a foreign national without a U.S. social security number
		A background check was done by their external employer per a GIT services agreement*
<b>Former Paid-Employee Collaborators/Mentors - Off-Campus (995xA6)</b>		Background check encouraged but not required

\* \_\_\_\_\_ is not subject to the University System of Georgia Board of Regents Policy on Background Investigation because s/he is party to a special services or an instructional services agreement. That agreement is a personal agreement or on behalf of the following company: \_\_\_\_\_.

\*\* Specify state or federal employer:

\*\*\* A background check has been completed by our department for \_\_\_\_\_ on \_\_\_\_\_.

Note:

1. Affiliates that do not meet the above waiver eligibility criteria are subject to a GIT background check.
2. Postdoctoral Scholars (995xA7) are always subject to a GIT background check.

If you have any questions, please contact \_\_\_\_\_ at Georgia Tech extension \_\_\_\_\_ or via email at \_\_\_\_\_. Thank you.