# Online MPhil/PhD International Students:

Guidance on Applying for Criminal Records Check

# Introduction: Overseas Criminal Records Check and UK Disclosure and Barring Service

*This information sheet provides an overview of guidance for international students who will be working with vulnerable people (see* [*ESRC guidance on research with potentially vulnerable people*](https://esrc.ukri.org/funding/guidance-for-applicants/research-ethics/frequently-raised-topics/research-with-potentially-vulnerable-people/)*) and require a criminal records check.*

*If you have been accepted for a programme of study at UCL and you intend to conduct research involving vulnerable people in the country you reside in and/or in the UK, you will need confirmation of your clearance to do this. This means you will need to provide evidence of your criminal record status.*

*The process for undertaking your criminal records check depends upon whether or not you have resided in UK. If you are resident outside UK and have never lived in the UK you need to apply for an Overseas Criminal Records check in the country you reside in (see Section A below). If you are resident outside UK and have previously lived in the UK, then you need to apply for the UK Disclosure and Barring Service check, as well as, applying for an Overseas Criminal Records Check in the country you reside in (see Section B below).*

## Section A. Criminal records check for international students who have *never resided in UK*:

If you are resident outside the UK, have never lived in the UK and will not be employed in UK for the duration of your programme of study at UCL, you will need to provide evidence of your criminal record status from the country you reside in as well as any other country you have lived in since the age of 13.

Follow the [guidance for overseas applicants on GOV.UK](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants) by selecting the country you reside in to learn more about the application process. The application process for criminal records checks for someone from overseas varies from country to country. In some countries this is called a Criminal Record Certificate, Certificate of Good Conduct, Certificate of Good Character, or other name.

## Section B. Criminal records check for international students who have *resided in UK:*

If you have lived in UK at any time, you will *also* be required to apply for DBS disclosure in UK, even if you no longer live in UK. This is in addition to providing evidence of your criminal records check in the country you reside in as well as any other country you have lived in, as detailed in Section A above. If you become resident in the UK at any time during your UCL programme of study then you are required to apply for a DBS disclosure.

Please read the guidance documents provided by [GOV.UK Disclosure & Barring Service](https://www.gov.uk/government/organisations/disclosure-and-barring-service#org-contacts) and [UCL Disclosure and Barring Services](https://www.ucl.ac.uk/students/policies/conduct/disclosure-and-barring-service-dbs-applications) about the application process. It is possible to submit an application for DBS check in UK, while you are overseas. If you have any questions about your eligibility for applying for a criminal record check in the UK, please contact the GOV.UK Disclosure & Barring Service: customerservices@dbs.gov.uk.

It is important to note, as the DBS check in UK cannot access criminal records held overseas, a criminal record check in UK may not provide a complete picture of an individual’s criminal record. In a small number of cases, overseas criminal records are held on the Police National Computer (PNC) and these would be revealed as part of a criminal record check in UK. However, you *must* still verify your identity and provide evidence of your criminal record status from the country you reside in as well as any other country you have lived in.

**If you need further clarification on compliance to the requirement for criminal records check in order to work with** [**vulnerable people**](https://esrc.ukri.org/funding/guidance-for-applicants/research-ethics/frequently-raised-topics/research-with-potentially-vulnerable-people/)**, please contact UCL Student and Registry Services (SRS) Compliance:** **srs-compliance@ucl.ac.uk****.**