



Student Life

Dear CSCC Applicant:

Thank you for choosing Columbus State Community College to pursue your education. Your admission to the College has been placed in a “*pending status*” because you indicated on your application that you have been convicted of a felony and/or misdemeanor violation involving potential violence. In order to continue processing your application, we need further information about your criminal history.

1. Personal Statement

Complete the attached Personal Statement Form. This form asks for details regarding your conviction(s), including conviction type, date of conviction, sentence, and details of your behavior which led to your conviction. You are required to report any pending charges against you as well. The College would also like to know your educational plans, including your intended major or field of study, or advising purposes. Please attach additional sheets as necessary.

2. Arrest Record

You are required to complete a background to formally document all charges. If you have completed a professional background check within the last 30 days, we can accept that documentation for review. All others should follow the instructions below to properly complete the process:

1. Have your credit card/debit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card/debit card will be charged **\$30.00** for the service.
2. Log onto our website at www.VerifyStudents.com
3. Use this special promotional code: **CSCCOSC**; this is a unique code
4. Complete profile & e-sign forms as they appear
5. A unique login will be emailed to you. This will allow you to log back into www.VerifyStudents.com

Please note this information is for the sole purpose of background screening for this school only. Unauthorized use of our service is prohibited

NOTE: Some language used in the background check mentions employment. Whereas you may disregard the reference, it is important that you complete every question as it relates to your enrollment with the College. Failure to complete any section may delay your application.

3. Letter of Recommendation

You may submit a letter of recommendation from a personal reference such a probation/parole officer, employer, minister, or counselor who can verify that you are ready to attend college and successfully complete college-level academic program.

Please return these documents by mail or in person to:
Columbus State Community College
Office of Student Conduct, Attn: Enrollment Review Team
Eibling Hall 201
550 East Spring Street
Columbus, OH 43215

The information from the screening will be delivered directly to the Office of Student Conduct. The Enrollment Review Team will review your information and notify you in 5-7 business days of the next steps. You may be admitted based on the written information submitted, or you may be scheduled for a personal interview. Criteria for an interview include prior violent offenses, pattern of criminal behavior, and recent conviction or release from incarceration. Your admission to the College will remain in pending status until the review process is complete.

If you have questions about the required documentation or the Enrollment Review process, please call the Office of Student Conduct at (614) 287-2815.



Personal Statement Enrollment Review Team

Name: [] Social Security #: [] Cougar ID: []
Address: [] City: [] State: [] Zip Code: []
Phone Number: [] Email: []

Please respond to the prompts below; complete both sides of the form. All responses should either be typed or printed. Completed documents should be returned to:

The Office of Student Conduct, Attn: Enrollment Review Team
550 E. Spring Street, Eibling Hall 201,
Columbus, OH 43215

1. Please list your felony and/or violent misdemeanor convictions in the boxes below; additionally, please provide a summary of the circumstances that led to your conviction (background on why this incident happened?). Continue on a separate sheet of paper if necessary.

Crime:	Date:	Sentence:
Summary:		
Crime:	Date:	Sentence:
Summary:		
Crime:	Date:	Sentence:
Summary:		
Crime:	Date:	Sentence:
Summary:		
Crime:	Date:	Sentence:
Summary:		

2. What positive changes have you made in your life since you were last convicted?

3. What are you planning to study while at Columbus State Community College (your major)? What are your career goals associated with this major?

Signature: _____

Date: _____

Please return completed packet with additionally requested materials to:

**The Office of Student Conduct
Attn: Enrollment Review Team
550 E. Spring Street, Eibling Hall 201
Columbus, OH 43215**

For Student Conduct Office Use Only

Date received: _____

Staff Initials: _____

Delivery Method:

Personal

Mail