Professional Checks Checklist

**Overview**

As you have applied to undertake a professional course at Sheffield Hallam University in which you will undertake regulated activity you will need to complete a series of professional checks. More information about each of these can be found [here.](https://www.shu.ac.uk/myhallam/university-life/university-rules-and-regulations/admissions/professional-checks-for-education-and-health-students/immunisations---for-health-applicants-only)

**Checklist**

Please see below a checklist you can use to track your progress

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| Check | What do you need to do | Check completed |
| DBS Check | This is a two step process:  Step one: complete DBS application - You will receive an email from shudbs@ebulk.teammatrix.com instructing you to complete an online DBS application. You will receive this email after you have accepted your offer. |  |
| Step two: complete DBS ID check - Once you have completed your online application, you will be sent another email about completing an online digital ID check.  Further guidance regarding the DBS check can be found here – [DBS Checks.](https://www.shu.ac.uk/myhallam/university-life/university-rules-and-regulations/admissions/professional-checks-for-education-and-health-students/disclosure-and-barring-service---dbs) |  |
| Overseas Police Check | If you have lived/worked abroad for longer than 12 months in the last 10 years (while aged 18 or over) you will need to apply for a Criminal Record Certiﬁcate from the authorities of the country or countries where you lived for 12 months or more (whether continuously or in total).  Once you receive this you will need to send a copy to [professionalchecks@shu.ac.uk](mailto:professionalchecks@shu.ac.uk)  Further guidance regarding the overseas police check can be found here – [Overseas Criminal Check.](https://www.shu.ac.uk/myhallam/university-life/university-rules-and-regulations/admissions/professional-checks-for-education-and-health-students/overseas-criminal-record-check) | Applied  Sent to SHU |
| Suitability Declaration | Please check your email for the link to your suitability declaration.  Further guidance regarding the Suitability Declaration can be found here – [Suitability Declaration.](https://www.shu.ac.uk/myhallam/university-life/university-rules-and-regulations/admissions/professional-checks-for-education-and-health-students/suitability-declaration) |  |
| Health Questionnaire | You will receive an email from [notiﬁcations@cority.com](mailto:noti%EF%AC%81cations@cority.com) containing guidance on how to complete the questionnaire in a system called Cority.  Further guidance regarding the Health Questionnaire can be found here – [Occupational Health Questionnaire.](https://www.shu.ac.uk/myhallam/university-life/university-rules-and-regulations/admissions/professional-checks-for-education-and-health-students/occupational-health) |  |
| Qualifications | **PGCE students only** – you also need to bring in your original Degree certiﬁcate into SHU for us to verify.  Further guidance regarding the Qualiﬁcation veriﬁcation can be found here - [Qualifications](https://www.shu.ac.uk/myhallam/university-life/university-rules-and-regulations/admissions/professional-checks-for-education-and-health-students/qualification-verification---for-pgce-applicants-only) |  |
|  | **Health**– you will need to complete the required immunisations for your course. You can upload your vaccine history to mycority alongside your Occupational Health Questionnaire.  Further information regarding immunisations can be found here - [Immunisations](https://www.shu.ac.uk/myhallam/university-life/university-rules-and-regulations/admissions/professional-checks-for-education-and-health-students/immunisations---for-health-applicants-only) |
| Immunisations |
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**Contact us**

If you have any questions regarding the professional checks please contact [professionalchecks@shu.ac.uk](mailto:professionalchecks@shu.ac.uk)