**Template email for applicants who may or may not require screening**

**Title:** Additional Information Required for [Insert tile of Position]

**Body of Email:**

Dear [Insert Name]:

We are glad that you are interested in this position and are here to help you through the application and review process. Because of Florida law (Florida Statute 1010.35) we may need additional information to move forward with your application. Please review the information below. We encourage you to provide as complete a picture as possible as quickly as possible to help ensure a smooth review process. If you have any questions, please don’t hesitate to reach out to me.

Due to the requirements outlined in the statute that is referenced above, most Florida state sponsored institutions, including the University of Central Florida, are required to review and screen certain information related to research and research related support positions. These requirements apply to:

1. All foreign nationals, defined as Non-U.S. Citizen/U.S. Permanent Residents.
2. The requirements also apply to U.S. Citizens or U.S. Permanent Residents:
	1. Who have had one year or more of higher education, employment or training in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela; or
	2. Who have an affiliation (i.e., board membership, company ownership, honorary title, etc.) with an institution or program in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela.

These requirements do not apply to U.S. citizens or U.S. permanent residents if the employment or training was/is through an agency of the U.S. Government.

To continue through the application process related to this position, please clarify whether you meet the requirements outlined in #1 or #2? If you do meet the requirements outlined in #1 and/or #2, please review the attached PDF and provide the required information as soon as possible. We look forward to receiving your response.

Thank you,

XXX