

Instructions for Completing a Level I and Level II Application

1. Go to “Forms” on the OCESS website, nsu.edu/ocess/forms, and fill out the applicable application and the accompanying forms noted on the application.

Note: Except for signatures, all information/forms must be **TYPED**.

2. Make sure you have an updated/annual TB check and Universal Background Check completed.*
3. Once the Universal Background Check, TB results, Level 1 or Level 2 application, and additional forms, if applicable, are completed, bring all your paperwork to OCESS, Bozeman Building Room 221. See OCESS Schedule for due date. Note OCESS is open from 8-1 & 2-4:45 for applications. If you need a different time, call 823-8715.

* Level II applicants who completed a Universal Background Check within 2 years of current date, do not need a new universal background check.