**Fingerprinting Information Sheet**

SELECT EITHER STATE OR CITY LEVEL FOR STUDENT TEACHING
YOU MUST BE AT THE STATE LEVEL FOR CERTIFICATION

**STATE LEVEL**
(Recommended method for student teaching and mandatory for certification)
(Clearance time: 3-7 days) (Cost: $102)


- The ORI Number/Code is: TEACH

After 3-7 days have passed, follow the steps below to check the status of your prints:
2) Click on “Account Information”
3) Click on “Fingerprinting”
4) Press “Go”
5) Under “Fingerprint Information,” it should say “Your DCJS and FBI results have been received” or “Fingerprints received from NYC” (if you have been fingerprinted previously by NYC)

Notes: Transferring fingerprints to New York City is **optional** and only needed if requested by a school (in rare instances) or for NYDOE employment purposes, 2) Transfer is free, 3) To request a transfer, please bring your social security card (original or copy) to Zankel, Room 411

**New York City (NYC) Level**
(For employment in NYC or if required by a school)
(2-5 days to clear) (Cost: $135)

Students **MUST** bring their Social Security card to the Office of Teacher Education in Zankel, Room 411 before being allowed to be fingerprinted.

Additional instructions will be given once this step has been completed.

To transfer fingerprints to the state level, send an OSPRA 104 form (be sure to check off the middle box and sign the form)

**INTERNATIONAL STUDENTS**

*INTERNATIONAL STUDENTS DO NOT NEED TO BE FINGERPRINTED BEFORE STUDENT TEACHING*  
(ONLY for certification) **Step 1:** Go to [http://tinyurl.com/llwj69e](http://tinyurl.com/llwj69e) to request an ID number if you do not have a valid social security number. **Step 2:** Open a NYSED account with that number and apply and **PAY** for a certificate(s). **Step 3:** Get fingerprinted by the STATE using the same number.  
(Note: You cannot use this number to be fingerprinted by NYC. Please email ote@tc.edu if you need to be fingerprinted by NYC.)