WASHBURN UNIVERSITY
SCHOOL OF NURSING
ONLINE RN TO BSN PROGRAM

Student Instructions for Background Checks

1. Washburn University School of Nursing requires a background check on all students. The date this must be completed is outlined in the acceptance letter. If the background check is not completed by that date final acceptance may not be allowed.
2. PreCheck, Inc. provides the background check service for Washburn University students.
3. The student is responsible for ordering and paying for the service. The payment of $49.50, either by credit or debit card, and must be submitted before the checking process can begin.
4. The preferred method is to go to **http://www.mystudentcheck.com** and place the order online. PreCheck states payment is made securely online with credit or debit cards.
5. Payment may also be made by mailing a money order to PreCheck after placing an order online. Include name, University name, and a note that payment is for a background check order placed online. **A handling fee of $10.00 is added to the $49.50 fee when payment is made by money order.**
6. Send money order payment to: PreCheck, Inc., 3453 Las Palomas Rd., Alamogordo, NM. 88310. **DO NOT SEND CASH.**
7. A second method of ordering is to complete the Student Disclosure & Release order form. The release form with payment may be mailed to PreCheck, Inc. at the above address. **Do NOT send release form to the University as this will only delay processing.**
8. If you need assistance, please contact PreCheck directly at **studentcheck@precheck.com**
9. Neither PreCheck nor the University will use information provided in the order for any purpose other than a background check. Student's credit will not be investigated, and name will not be given out to businesses.
10. The results of the background check will be made available to the University. If a record of an offense(s) appears in the report, the student may be notified to contact PreCheck, Inc. A PreCheck representative would then provide instructions and information.