Directions for Completing Castle Branch Background Check

As part of the admission process for the Graduate Nursing Program at Concordia University, you need to have a background check completed through Castle Branch. This background check needs to be completed by the application deadline. NOTE: It takes approximately 3-5 days for your background check to be completed. Please start this process at least 1-2 weeks prior to the application deadline.

Concordia University has partnered with Castle Branch to complete the required background check for our nursing programs. Please follow the instructions below to securely order your background check:

1. Go to www.castlebranch.com
2. Enter the Package Code: CV74 where it says Place Order. (This is in the top right-hand corner of the screen)
3. A box will appear indicating Concordia University - Wisconsin - Graduate Nursing.
4. You will then be prompted to create a Castle Branch Profile Account or sign in with your username and password. Complete all personal information including name, DOB, SSN, address, and email.
5. Please pay the non-refundable $55 fee with a credit card.
6. Once you have created your account, or signed in, you will see your “to do” list. Below are the requirements to submit to complete the Castle Branch Background Check:
   A. Background Check
   B. Bid Form – This form will need to be printed out, completed with signature and date, and then uploaded back into the Certified Background website.
7. Your results will be posted directly to your Profile/Background account. You will be notified if there is any missing information needed to process your order. Background checks should be completed in 3-5 business days. Your order will show as “In Process” until it has been completed in entirety.
8. Contact your Admission Counselor, Mary Jandre, at mary.jandre@cuw.edu to confirm once your background check is submitted.
9. If you have any questions, please contact Jill Tinder at jill.tinder@cuw.edu or 262-243-4464.