

## **Background Check Directions**

Office of Clinical Education Compliance: <https://www.slu.edu/registrar/services/background-checks.php>

Scroll **down** to: **Departments and Programs**

**Local Students Background Check** – For students who reside **within 40 miles** of the St. Louis campus

- You must make an appointment by accessing the calendar, (Select a day and time) then an application will pop up for you to apply for a background check.
- When Filling Out the Form
  - Place your Banner ID on line 1
  - Department/School (Select) – **Nursing Department**
  - Enter your name, etc. and personal information
  - Email - Enter your SLU email address
  - Department Contact – Betty Bailey
  - Department Phone – 314-977-8951
  - Department Fax – 314-977-8837
  - Email – [baileyb3@slu.edu](mailto:baileyb3@slu.edu)
  - Type of Background Check – **Comprehensive Search**

Once you have made your appointment and filled out the form you will receive a confirmation and instructions from the Office of Clinical Education Compliance at the email address you provided.

If you do not have a Social Security Card please visit a local Social Security Office or visit the website at <http://www.socialsecurity.gov/>

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**Non-Local Students** – For students who reside **40 or more miles** from the St. Louis campus

- Selection above will take you to a form – Interstate Students and Applicants
  - Place your Banner ID on line 1
  - Department/School (Select) – **Nursing Department**
  - Enter your name, etc. and personal information
  - Email - Enter your SLU email address
  - Department Contact – Betty Bailey
  - Department Phone – 314-977-8951
  - Department Fax – 314-977-8837
  - Email – [baileyb3@slu.edu](mailto:baileyb3@slu.edu)
  - Type of Background Check – **Comprehensive Search**

After you have submitted the form you will receive a confirmation and further instructions from the Office of Clinical Education Compliance at the email address you provided.

If you do not have a Social Security Card please visit a local Social Security Office or visit the website at <http://www.socialsecurity.gov/>