

Student Background Check

This page includes information on how to complete the **mandatory** background check as well as information on what is **required** if you are arrested or convicted of a crime after you have submitted your background check and before you begin classes at Upstate.

Background checks must be submitted within 15 days of your acceptance through CastleBranch.com and Certified-Profile prior to matriculation.

About Certified Profile: CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

ORDER SUMMARY:

1. Required Personal Information — In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
2. Payment Information — At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. The cost is \$135.00. Money orders are also accepted but will result in a \$10 fee and an additional turn-around-time.
3. The fees are non-refundable, regardless of the outcome of the background check. If you're having technical issues with the CastleBranch.com website, please contact them directly. All students selected for admission are admitted conditionally until background check results are obtained and reviewed. Matriculating students may be required to complete additional background checks and/or drug screening and/or fingerprinting, at their expense, prior to some clinical placements.
4. Place Your Order — Go to: www.CastleBranch.com and enter package code: SQ19. You will then be directed to set up your CertifiedProfile account.

5. View your results — Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.
6. Once you have submitted your background check, it will be processed and the results will be sent directly to SUNY Upstate's Admissions Office. Please note that it will take several weeks for your background check to be processed, sent to Upstate, reviewed, and uploaded to your checklist.
7. If you have any additional questions, please contact Customer Service at 888-723-4263 or email customerservice@castlebranch.com

For students with a conviction, SUNY Upstate Medical University cannot guarantee eligibility for professional licensure. Accepted students with a prior conviction are advised to contact the licensing agency for their intended profession to confirm their eligibility to obtain a license upon graduation from their program of interest.

If you disclose an arrest, the Admissions Office may inquire regarding the underlying facts and make a decision on how to proceed. If you disclose a conviction, the Admissions Office will refer your case to the Ex-Offender Committee, which will review your admissions status in light of the type and severity of the crime. Failure to notify the Admissions Office of your situation could result in disciplinary action, including the rescinding of your acceptance.

If you are arrested or convicted of a crime after your background check has been submitted, it is your responsibility to promptly notify the Admissions Office. Failure to do so can result in rescinding admission.

Students who defer their acceptance will be required to submit another background check prior to matriculation of the deferred entry term.

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