




Ordering Procedures for: Background & Drug Screening

CSU CHANNEL ISLANDS – NURSING & APPLIED PHYSICS

✓ **A valid email address is required to complete this process** (if you do not have an email account you can establish a free account at Yahoo.com)

1. Log onto our website at www.VerifyStudents.com
 2. Click the **Start Here** Button (next to “students only”)
 3. Enter the special promotional code listed at the bottom of this page and then hit the ‘**GO**’ Button.
 4. Complete the online application section in its entirety.
 5. Have credit card (Visa/Mastercard/American Express/Discover) information ready in order to process payment. The total fee for service is \$106.00.
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6. Click the ‘**Submit**’ Button at the end of the process and you will be taken to the drug screening self-scheduling tool. Follow the simple on-screen instructions to initiate the drug screening process. Once complete, hit the “done” button.

PLEASE NOTE THAT YOU WILL BE GIVEN 72 HOURS TO COMPLETE YOUR DRUG TEST. DRUG TESTING SHOULD BE COMPLETED BEFORE THE DATE LISTED ON THE DRUG SCREENING FORM YOU WILL RECEIVE.

7. You will be provided with an electronic receipt and confirmation code at the time of completion (PLEASE BE SURE TO SAVE THIS RECEIPT FOR YOUR RECORDS).

YOUR PROGRAM’S PROMOTIONAL CODE IS:

CSUCINURSING

Please note that this information is for the sole purpose of background screening for this school only. Unauthorized use of our service is prohibited