# View & Print 1098-T for Student

The Bursar's Office receives requests from students, parents, and guardians to reprint the 1098-T form. The 1098-T should be emailed only to the student's UR email address and they can share the form as they choose. Students who opt-in for an electronic 1098-T can access this form when they log in to UR Student and they can share as needed.

1. Type **Print 1098-T** in the search bar
2. Select **Print 1098-T** from the drop-down
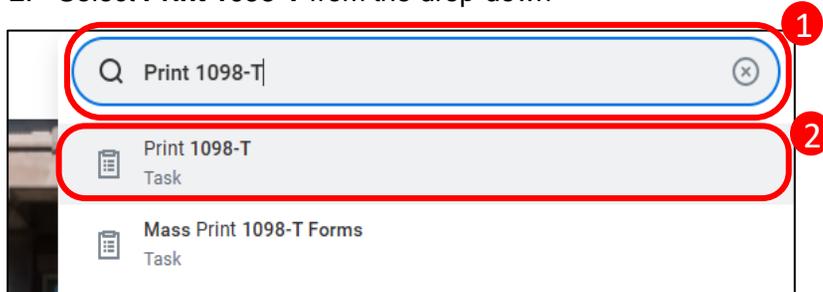
3. Type **student's name** or **UR ID** in the student field then press Enter
4. Click **Calendar Year More** icon to select Calendar Year

   Note: UR Student only shows years in which the student had eligible charges, starting with the 2020 tax year
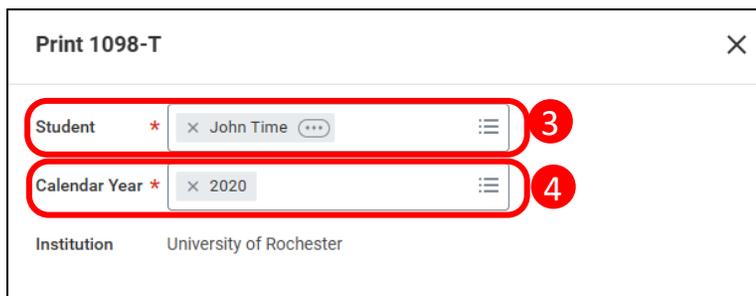
5. The Institution field reads University of Rochester
6. Click **OK**
7. View the Note: Your 1098-T PDF is being generated. Please check your Workday notifications (*bell, upper right)* to download it.
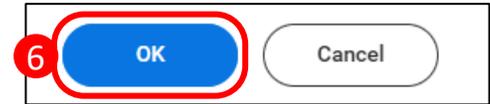
   Note: This may take a few minutes

8. Click **Notification Bell**
9. Select relevant message
10. To view PDF, click the **hyperlink**
    a. You can print from this view by clicking the **Printer** icon