# View & Print My 1098-T (Available Only to Students)

1098-T tax forms for the prior calendar year will be available to view & print by January 31st for all students who had qualifying transactions in that calendar year. Any third party you may have authorized will not have access to the 1098-T. If during onboarding you selected the "Go paperless for this year" option UR will not print and mail a paper 1098-T, however the document is available on-demand for all students by following the steps below.

1. In UR Student type **My 1098-T** in the search bar
2. Select **Print My 1098-T** from the drop-down
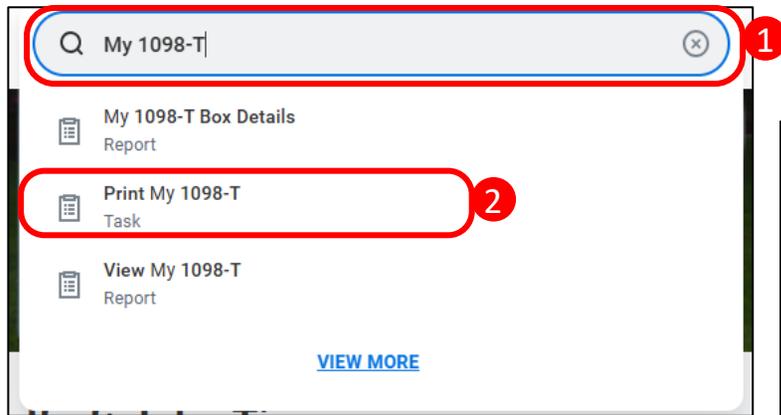
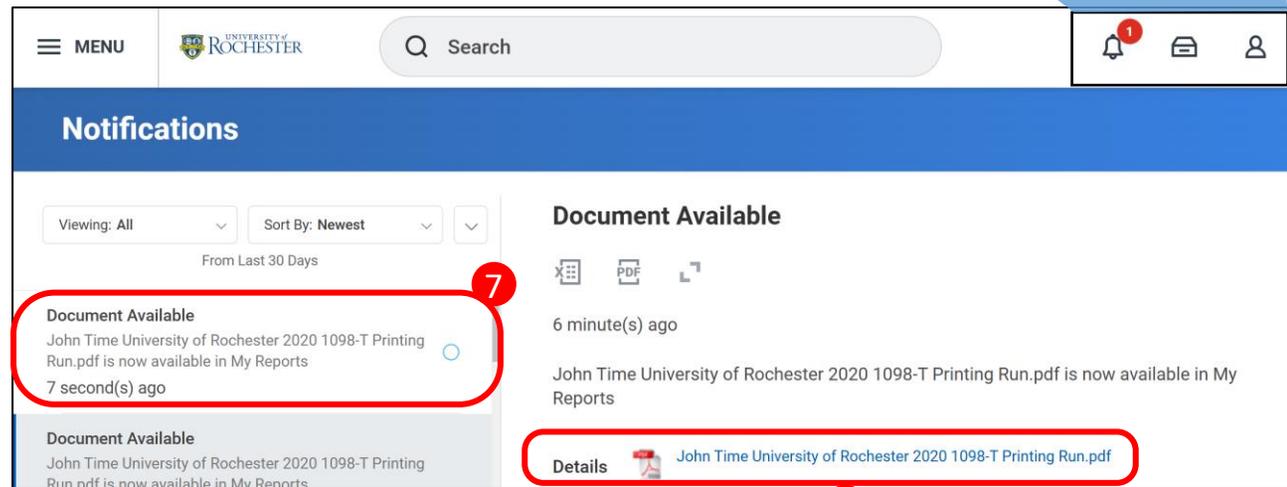3. Click the **More** icon to select the **Calendar Year**
4. Click **OK**
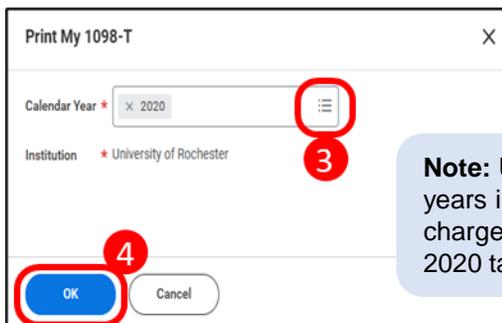
Note: UR Student only shows years in which you had eligible charges, starting with the 2020 tax year

5. View the Message: 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

6. Click **Notifications Bell**
7. Select relevant message
8. To view PDF, click the **hyperlink**
   a. You can print this view by clicking the **Printer** icon
   b. You can download and save the PDF by clicking the **Download** icon

UR STUDENT