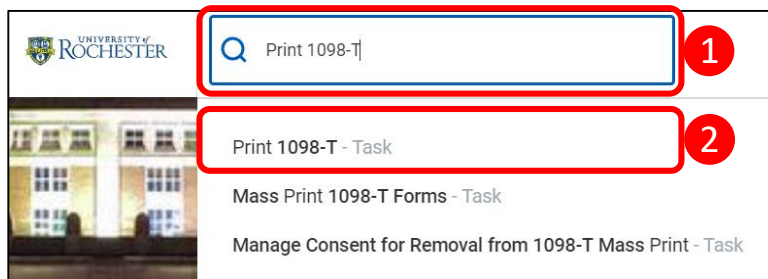


View & Print 1098-T for Student



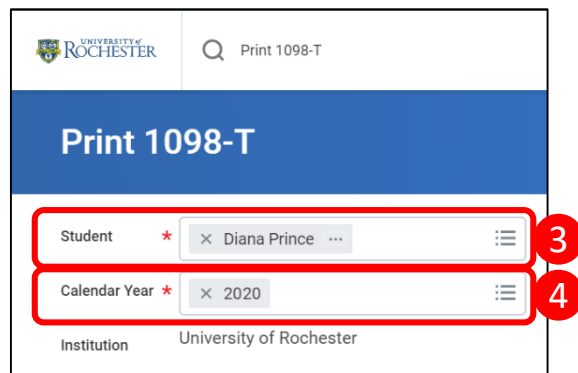
The Bursar's Office receives requests from students, parents, and guardians to reprint the 1098-T form. The 1098-T should be emailed only to the student's UR email address and they can share the form as they choose. Students who opt-in for an electronic 1098-T can access this from when they log in to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

1. Type **Print 1098-T** in the search bar
2. Select **Print 1098-T** from drop-down



3. Type **student's name** or **UR ID** in student field and press Enter
4. Click the **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 is being generated. Please check your Notifications (*bell, upper right*) to download it.

Note: This may take a couple minutes



8. Click **Notifications Bell**

9. Select **relevant message**

10. To print directly, click **Printer** icon and then **Download**

11. To view PDF, click the **hyperlink**

- a. You can also print from this view by clicking the **Printer** icon

