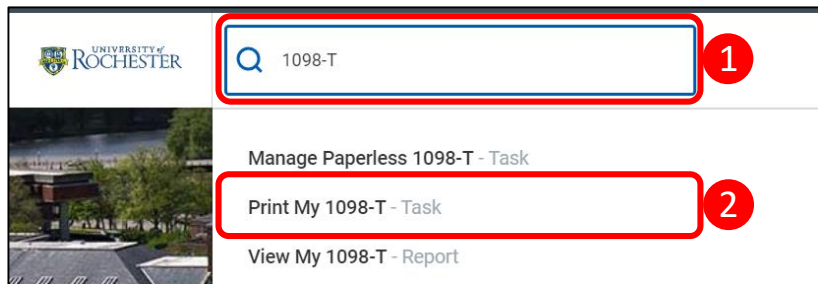


View & Print My 1098-T

When you complete onboarding, UR Student allows you to choose to receive your 1098-T electronically. If you want to change what you selected during onboarding, you can manage this preference in UR Student through the Manage Paperless 1098-T task. When you need to view or print your 1098-T form, UR Student allows you to do so without contacting the Bursar's Office.

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



3. Click the **More icon** to select the **Calendar Year**

Note: UR Student only shows years in which you had eligible charges, starting with the 2020 tax year

4. Click **OK**

Note: 1098-Ts for the previous calendar year are generated in mid- to late January of the next year. For example, 1098-Ts for calendar year 2020 would be available in UR Student in January 2021.



5. View the Message: Your 1098-T PDF is being generated. Please check your Notifications (*bell, upper right*) to download it.

Note: This may take a few minutes



6. Click **Notifications Bell**
7. Select relevant message
8. To print directly, click the **Printer icon** and then **Download**
9. To view PDF, click the **hyperlink**
 - a. You can also print from this view by clicking the **Printer icon**

