

# Memo

**To:** FOREIGN/F-1 STUDENTS OF LINCOLN UNIVERSITY  
**From:** ACCOUNTING OFFICE S.L.  
**Date:** 11/1/2013  
**Re:** FORM 1098-T – TUITION STATEMENT

---

All F-1 students who would need the Form 1098-T (for tax filing) should make their requests to the Accounting Office starting today through **January 3, 2014**.

Tuition Statement will be sent out on or before **January 31, 2014**. No Statement will be issued after this date per IRS.

Students must provide **Social Security Number** and the request must be received on or before **January 3, 2014** in order to process the statement. The University may be closed during the Holidays. Students may submit the request by mail, fax, e-mail or in person.

**No statement will be issued without Social Security Number.**

Mail: Lincoln University  
401 15<sup>th</sup> Street, Oakland, CA 94612  
Attn: Accounting Office.

Fax: 510-628-8026

E-Mail: [accountingclerk@lincolnuca.edu](mailto:accountingclerk@lincolnuca.edu)

# Lincoln University

## Request for Tuition Statement (Form 1098-T)

Last Name                                      First Name                                      Middle Name                                      Student ID#

\_\_\_\_\_

Social Security #

Phone #

\_\_\_\_\_

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Tuition Statement will be sent out on or before **January 31st**. No Statement will be issued after this date per IRS. Students must provide Social Security # and submit this request before the deadline in order to process the statement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

.....  
**For Admission Use Only**

At Least Half-Time:    Yes            No                                      Graduate Student:    Yes            No

.....  
**For Accounting Use Only**

Payment Received \_\_\_\_\_

Refund \_\_\_\_\_

Scholarship/Grant \_\_\_\_\_

Prepaid for Next Semester:    Yes            No

401 15th Street, Oakland, California 94612

Tel: (510) 628-8028

Fax: (510) 628-8026

E-mail: [accountingclerk@lincolnuca.edu](mailto:accountingclerk@lincolnuca.edu)