Memo

To: FOREIGN/ F-1 STUDENTS OF LINCOLN UNIVERSITY

From: Accounting Department

Date: 10/22/2014

Re: Form 1098 - T

All F-1 students who would need the Form 1098-T (for tax filing) should make their requests to the Accounting Department. **The deadline is January 9, 2015.**

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