TE Export Check List

Confirm with TE Liaison Officer (TELO) eligibility. My TELO is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELOs need the following information to process your TE application successfully:

* Student’s full name
* The last 4 digits of SSN or other 4-digit number
* Student’s birthdate MM/DD/YYYY
* Student’s email
* Student’s phone number
* Student’s permanent mailing address
* Eligible employee name
* Employee Category – circle one

Faculty

Non-faculty

* Employee Parent’s school email
* Employee Parent’s years of employment

Students will be applying for federal/state financial aid. Be aware some schools require the completion of the FAFSA. Check with your IMPORTING school to be sure. And yes, this is an acceptable requirement. Circle one

Yes No Unknown

TE member attending school information.

The student will be attending.

* Full time
* Less than full-time (not all schools provide TE to less than full-time students)

The student will be.

* Undergraduate max eligibility is eight semesters. available for child IRS dependents, employees, spouses, or registered domestic partner
* Graduate max eligibility of four semesters available for employees, spouses, or registered domestic partner

The student will be

* First-year student
* Continuing student
* Transfer student
* other, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide the school’s full name, no initials or abbreviations, and the state of each TE member school student seeking the TE award. Indicate the TE application due date and confirm that the student has been admitted. Exporting schools may choose NOT to export students who cannot confirm admittance.