TE Export Check List

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELO’s need the following information in order to successfully process your TE application:

 Student’s full name

 Last 4 digits of SSN

 Student’s email

 Student’s phone number

 Student’s permanent mailing address

 Eligible employee name

 Employee category

 Faculty 

 Non-faculty 

 Parent’s email

 Parent’s years of employment

Student will be applying for federal/state financial aid

  Yes  No

TE member attending school information

Student will be attending

  Full time

  Less than full time

Student will be

  Undergraduate

  Graduate

Student will be

  First year student

  Continuing student

  Transfer student

  other, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide full name and state of each TE member school student is applying for a TE award.

Indicate the TE application due date and be sure to confirm the student has been accepted for admission. Exporting schools may choose to NOT export students who cannot confirm admittance.

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