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. 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.

  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 the school’s full name, no initials or abbreviations and state of each TE member school student is seeking the TE award.

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

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