How to find the 1098-T online

Students can view the 1098-T by following the easy steps outlined below:

1. Login to Joe’Ss using your secure single sign on and password

2. Select Self Service
3. Then Click Student Center

4. Scroll down to the Finances section
5. In the drop-down box that says “other financial...” click the box and make the selection “Tax Information” Click the arrow next to the box to complete the action.
6. The page that opens has information regarding your 1098-T for the past several years if applicable.
You will automatically be able to view financial details for boxes 2, 4, 5 and 6 for each year displayed.

Tax Year 2011

A 1098-T was not produced and this information was not reported to the IRS because you were a non-resident alien for the tax year.

<table>
<thead>
<tr>
<th>Box 2: Amounts billed for qualified tuition and related expenses</th>
<th>Box 4: Adjustments made for a prior year</th>
<th>Box 5: Scholarships or grants</th>
<th>Box 6: Adjustments to scholarships or grants for a prior year</th>
</tr>
</thead>
<tbody>
<tr>
<td>8,594.34</td>
<td>0.00</td>
<td>6,744.30</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The University may elect to report amounts paid in Box 1 or amounts charged in Box 2; the University has chosen to report amounts charged in Box 2.

Box 7 has not been checked, indicating that the amount in Box 2 does not include amounts for an academic year beginning January-March 2012.

Box 8 has been checked, indicating that you were enrolled halftime or better at least one semester during the year.

Box 9 has been checked, indicating that you were enrolled exclusively as a grad student during the year.

Or, you can click the “view 1098-T” link to open the completed tax form.

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Box 9 has been checked, indicating that you were enrolled exclusively as a grad student during the year.
You will be asked to enter the last four digits of the student’s social security number in the box, and click ‘continue’.

This action will open a new window browser, so make sure your pop-up blockers off, to view the official 1098T statement. Press the printer icon to print the document.

The 1098-T will be available for online viewing & print by January 31st each year.