

In-State Tuition Request Form

Important Points

- This form should only be completed and submitted by UTEP staff.
 - Forms submitted by students will be cancelled and the waiver will not be processed.
- This form should only be used for international students or non-resident students who are appointed through PeopleSoft as TAs, RAs, GAs, AIs, etc.
 - **Do NOT use this form for students who are Texas residents.**
 - Do NOT use this form for stipends, SNOAs (Student Notice of Award), participant awards, dependent awards or competitive scholarships.
 - Stipend, SNOA, participant awards & scholarship waivers are processed through the Office of Scholarships. Contact the Office of Scholarships for more information.
- **The deadline to submit this form is Census Day.**
 - **Forms submitted or received after Census Day of any semester will not be processed.**
- Leading to Census Day, the Graduate School will generate reports to check on the appointment and enrollment status of students who received the in-state waiver. If reports indicate that a student is not appointed and/or does not meet minimum enrollment requirements, the waiver will be reversed and the student will be assessed non-resident tuition and fees.
- Waiver forms submitted in the fall are valid for fall and spring terms so it is not necessary to resubmit a new form in the spring.
 - Forms must be submitted for students newly appointed in the spring.
 - Forms must be submitted for all students appointed in the summer.
- Multiple students can be entered into the same form, but please submit separate forms for doctoral students and for master's students.

Instructions

1. Click on the URL link and log in using your UTEP credentials -
<https://forms.utep.edu/form.aspx?pid=303bd7c4-e334-4570-af66-867e2a2fad48&formid=264b6746-a3ef-43a2-b689-92bf5193c511>
(It may be necessary to disable a popup blocker.)
2. Select a Level: DR for doctoral students or GR for master's students.
 - a. DR students - select the appropriate program.
 - b. GR students – first select the appropriate college and then select the appropriate program.
3. Enter the student ID number. The student name and email will automatically populate and display.
4. Click on the certification box at the bottom of the form and submit the form by clicking on OK.

The form will route for approval to the CAO/Dean of the college associated with the program selected in Step 2.

Once approved by the CAO/Dean, the form will route to the Graduate School for processing.

The Graduate School will finalize the process and each student listed on the form will receive an email requesting that they acknowledge the notification of the waiver.

The form originator will receive a View Approvals notification email to track the routing progress of the form.

Program Directors and Program Advisors as well as the form originator will receive a PDF copy of the form after the entire process is completed.