

# Military Duty Statement

**How to Submit Form:** The completed form must be submitted via the [Document Uploader](#).

*The Texas Education Code Chapter 54.058(b) provides that military personnel assigned to duty within the state of Texas, their spouse, and their dependent children shall be entitled to pay the same tuition as a resident of Texas. This same provision also applies to commissioned Public Health Officers, their spouses, and their dependents. To be entitled to pay resident tuition, this Military Duty Statement must be submitted to the Office of the Registrar at least once per 12-month academic year. An appropriately authorized officer in the service must certify that the individual is assigned to duty in Texas and that such assigned duty is in effect at the time of enrollment in this public institution of higher education.*

*For more information, refer to the [Texas higher education website statute 21.735 section 10 Programs for Military and their families](#).*

**This form must be completed prior to the beginning of the semester of enrollment and IS REQUIRED EACH YEAR.**

**Directions:** Complete Section A of this form if you are assigned to duty in Texas as a member of: the Armed Forces of the United States; a reserve force; or the Army or Air National Guard. Commissioned Public Health Service Officers also complete Section A. Obtain the signature of your commanding officer or appropriately authorized officer to certify your duty in Texas and the date(s) in effect.

Complete both Sections A and B of this form if your spouse or parent is the military personnel entitled to pay the same tuition as a resident of Texas.

Military personnel that are recently married and would like to qualify for the military waiver, please provide a copy of your marriage certificate prior to census date for the semester you plan to attend at UTSA

## SECTION A: MILITARY PERSONNEL

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ SSN\*: \_\_\_\_\_

\* Disclosure of your social security number (SSN) is requested from you to help the military locate your official records in order to complete this certification. No statute or other authority requires that you disclose this SSN for that purpose. Failure to provide your SSN, however, may result in delays in obtaining your certification. Further disclosure of your SSN is governed by the Public Information Act (Chapter 52 of the Texas Government Code) and other applicable laws.

This is to certify that the above-mentioned individual is currently assigned to duty at the following installation:

\_\_\_\_\_

and that this individual will be assigned to duty in Texas by census date (12th class day for Fall or Spring; 4th class day for Summer Terms) for the term:

Fall    Spring    Summer    Year: \_\_\_\_\_    Classification Status:    Undergraduate    Graduate

## SECTION B: STUDENT INFORMATION

Further, according to military records, the above-named individual is the (choose one)    Parent    Spouse of:

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ myUTSA ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The above-named student has applied for admission to The University of Texas at San Antonio for the:    Fall    Spring    Summer    Year: \_\_\_\_\_

### UTSA OFFICE USE ONLY:

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_

myUTSA ID: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Last: \_\_\_\_\_

**CERTIFICATION**

\_\_\_\_\_/\_\_\_\_\_  
*Signature of Commanding Officer or other authorized officer* / *Date*

\_\_\_\_\_/\_\_\_\_\_  
*Print Name* / *Phone Number*

\_\_\_\_\_  
*Title of authorized officer whose signature appears above*

\_\_\_\_\_  
*Military Installation in the State of Texas*

**UTSA OFFICE USE ONLY:**

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_