

# Military Duty Statement

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.**

Identify the individual serving as military personnel, which includes Commissioned Public Health Service Officers or those assigned to duty in Texas with the U.S. Armed Forces, a reserve unit, or the Army or Air National Guard. Military personnel must obtain certification of their duty in Texas and the dates in effect by securing the signature of their commanding officer or an authorized official.

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 UT San Antonio

## Student Information

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

Mailing Street Address: \_\_\_\_\_

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

The above student has applied for admission to UT San Antonio for:  Fall  Spring  Summer Year: \_\_\_\_\_

According to military records, the below-named military personnel is the (choose one)  Student  Parent  Spouse

## Military Personnel

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

*Note: 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 for the following term:**

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

*Note: Census date is the 12 class day for Fall or Spring semester and the 4 class day for summer terms.*

## Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements:

- The information submitted for review is true and correct to the best of my knowledge.

## Commanding Officer Acknowledgement

Signature of Commanding/Authorized Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Commanding/Authorized Officer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

## Submit this Form

### Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select "Registrar"
- **Term:** Select Applicable Term
- **Category:** Select "Residency"
- **Category 2:** Select Applicable Category
- **Document:** Select "Military Duty Statement"

Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.

**Disclaimer:** With a few exceptions, you are entitled on your request to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.