A **Letter of Verification** (an “LOV” – see reverse side) is designed to inform a school district about the status of a student in UTSA’s Teacher Certification Program. If a district requests this information, please fill out the request below and turn in to MB 3.214 or fax to 458-5410.

Date Received:__________________________

**Request for Letter of Verification**

Name: ________________________________________________

Banner ID Number: ____________________________________

Phone Number: ________________________________________

My UTSA E-mail Address: ________________________________

Circle level of certification you are seeking:

   Elementary    Secondary    All-Level

Are you completing:

   _____ the standard undergraduate program?

**OR**

   _____ the post-baccalaureate program?

Letters should be ready for pickup approximately 10 days from the date the request is turned in to MB 3.214 or faxed to 458-5410. If you have a question regarding your LOV, email the appropriate certification advisor:

A-G – Carole Preston (carole.preston@utsa.edu)

H-Q – Allegra Castro (allegra.castro@utsa.edu)

R-Z – Kimberly Perez (kimberly.perez1@utsa.edu)