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

Date Received: ____________________________

Request for Letter of Verification

Name: __________________________________________________

Banner ID Number: ______________________________________

Phone Number: __________________________________________

MyUTSA Email 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 (listed by surnames handled):

A-F: Carole Preston (carole.preston@utsa.edu)
G-Q: Allegra Castro (allegra.castro@utsa.edu)
R–Z: Kimberly Perez (kimberly.perez1@utsa.edu)