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:** ________________________________

**Preferred 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 will be emailed to your preferred email address in approximately 10 business days from the date the request is received by the COEHD Advising and Certification Center at MB 3.214 or by fax at 210-458-5410. If you have a question regarding your LOV, email the COEHD Advising Center at coehdadvising@utsa.edu.