

Applying for an Individual Taxpayer Identification Number (ITIN)

An ITIN is a nine-digit number issued by the Internal Revenue Service (IRS) to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible for a social security number. An ITIN is for tax purposes only. ITINs are not valid for identification outside of the tax system. For more information on ITINs see IRS publication 1915 or go to: www.irs.gov/ITIN.

Non-immigrants students in F-1 or J-1 status who have received U.S. source income, other than a salary, (including financial aid, scholarships, or grants) may need to apply to the IRS for an ITIN. To apply for an ITIN, follow the steps below. It may take **6-8 weeks** to receive your ITIN by mail.

HOW TO APPLY FOR AN ITIN

1. Complete the Form W-7:
The Form W-7 is a one-page form [with instructions](#). (Please see the instructions below on how to complete the Form W-7.)
2. Collect and bring copies of the following supporting documents to your International Student & Scholar Advisor :
 - Copy of your passport ID page
 - Copy of F-1/J-1 visa
 - Copy of your most recent Form I-20
 - Copy of Form I-94
 - Copy of your award/scholarship letter
3. Request an “ITIN Letter of Certification” from your International Student & Scholar Advisor.
(It will take 2 business days to prepare this form)
4. Mail your application:
Mail your Form W -7, supporting documents, and letter of certification to the below address for processing. We will also keep copies of all forms and documents for your records.
Internal Revenue Service
Austin Service Center
ITIN Operation
P.O. Box 149342
Austin, TX 78714-9342

HOW TO COMPLETE THE FORM W-7

Under **Reason you are submitting Form W-7**

- Check box “f” and check box “h”
- On the dotted line next to box “h” identify the reason
 - **Exemption 2(b)** - If you are a recipient of a noncompensatory taxable scholarship, fellowship, or grant, **claiming the benefits of a U.S. tax treaty** that either exempts you from withholding or reduces your rate of withholding.
 - *If you are claiming a tax treaty exemption, enter the treaty country and treaty article number (For more information on tax treaties see Publication 901, “U.S. Tax Treaties.”)*

- **Exemption 2(c)** - If you are a recipient of a noncompensatory taxable scholarship fellowship, or grant and **NOT claiming the benefits of a U.S. tax treaty** that affect withholding.

- 1a. First name, middle name, last name
2. Applicant's mailing address (where you would like your ITIN number to be mailed)
3. Foreign home address (Address in your home country. Do not use a P.O. box number)
4. Birth date, country of birth, city of birth
5. Gender – as it appears on your passport
- 6a. Country of citizenship
- 6b. *Leave Blank*
- 6c. F-1, visa #, expiration date of F-1 visa stamp in your passport
- 6d. Check "Passport," issued by; "country", number, expiration date, date of entry noted on your Form I-94
- 6e. Check "No"
- 6f. *Leave Blank*
- 6g. Wellesley College, 106 Central St., Wellesley, MA 02481
Length of stay will be the amount of time that you plan to be in the U.S. to complete your studies.

Under "**Sign Here**"

Signature, date, phone number