

**APPLYING FOR AN INDIVIDUAL TAXPAYER ID NUMBER (ITIN)**

**You do NOT need an ITIN if you have or are eligible to apply for an SSN.**

An ITIN is an Individual Taxpayer Identification Number assigned by the IRS to those individuals who need the number for United States income tax purposes but are NOT eligible to receive a Social Security Number (SSN). An ITIN is for tax purposes only; it cannot be used in place of an SSN and thus will not help you establish credit, won't be useful when buying a cell phone, renting an apartment or in obtaining a driver's license. The ITIN does not entitle you to work in the U.S. and it does not imply any information regarding your immigration status.

**You must apply for an ITIN between next February 1 and April 15 if:**

- you do not become eligible for an SSN prior to that time **AND**
- you hold any one of the following nonimmigrant statuses: F-1, F-2, J-1, J-2

(If this is your case, you have no US source income and thus are not required to file a tax return. You are, however, required to file Form 8843 (required for individuals who did not earn income in the U.S. during the applicable tax year). You must apply for an ITIN at the time of filing Form 8843.

**FOLLOW DIRECTIONS IN THE COLUMN BELOW:**

1. Download Form W-7 (<http://www.irs.gov/pub/irs-pdf/fw7.pdf>) and follow these special instructions:
  - Check "f" as your reason for applying
  - 6c-write "your visa category visa # D/S"
  - 6d-check passport; enter the issuing country, passport #, passport expiration and the date on which you entered the U.S.
  - 6g-for length of stay enter the time period listed in field 5 of your I-20 (e.g., "60 months")
2. Make an appointment with your international student adviser at the Center to discuss ITIN procedures and to obtain an "ITIN letter."
3. Obtain a letter from the Social Security Administration (550 Jersey Avenue, Suite 200) certifying you are ineligible for an SSN
4. Have copies of your passport's biographical page and your F-1 visa notarized
5. Obtain a letter from the University awarding the fellowship.
6. Mail the completed W-7, notarized copies of your passport and visa, the ITIN letter, fellowship letter from the University and the letter from the Social Security Administration to:
 

Internal Revenue Service  
ITIN Operation  
P.O. Box 149342  
Austin, TX 78714-9342

1. Download Form W-7 (<http://www.irs.gov/pub/irs-pdf/fw7.pdf>) and follow these special instructions:
  - If you are in F1 or J1 status, check "f" as your reason for applying; if you are in F2 or J2 status, check "g"
  - 6c-write "your visa category visa # D/S"
  - 6d-check passport; enter the issuing country, passport #, passport expiration and the date on which you entered the U.S.
  - 6g-for length of stay enter the number of months listed in field 5 of your I-20 (e.g., "60 months")
2. Mail the completed W-7, Form 8843 and a notarized photocopy of your passport biographical page to:

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**IF YOU OBTAIN AN ITIN AND LATER OBTAIN AN SSN, YOU MUST NOTIFY THE ITIN UNIT OF THE IRS TO INFORM THEM YOU RECEIVED AN SSN.**