



## **Individual Taxpayer Identification Number (ITIN)**

The Individual Taxpayer Identification Number (ITIN) is a tax processing number used by the US government's tax division: the Internal Revenue Service (IRS). You need an ITIN if you are not eligible for a Social Security Number so that you can meet your tax filing obligations. An ITIN is used primarily for tax filing purposes and is not a form of work authorization.

### **Who needs an ITIN**

An ITIN is required for international students who are receiving non-employment-based income (such as scholarships, dividends, royalties, etc.) and do not have a Social Security Number.

### **How to Get a Certification Letter for Your ITIN Application**

#### **Step 1**

[Complete Form W-7](#) (Complete IRS instructions and W7 form)

[Sprintax ITIN Blog](#)

#### **Step 2**

Bring the following documents to a Designated School Office (DSO)\* in Person.

- A completed Form W-7
  - Print, sign, and date the W-7. Make sure your signature matches the signature in your passport
- Your original passport AND a copy of the passport bio page
- Your original visa AND a copy of your visa stamp (Canadian and Bermudian citizens are required to submit a secondary form of identification. A chart of acceptable supporting documents may be found on page 2 of the Instructions for W-7. (Often students will present form I-94.)
- Your original, most recent I-20/DS-2019 and a copy of your most recent I-20/DS-2019
- Copy of your most recent I-94 record.
- A copy of your scholarship, fellowship, or grant award letter noting the amount of the award
- If you have had other passive income (gambling, dividends, royalties, etc.), review the exceptions in the W-7 instruction appendices and provide the supporting income documents. Include a signed letter from your withholding agent per the W-7 instructions.
- If applicable, any tax documents or government correspondence that you have received if you have already applied for an ITIN in the past.

A DSO must view your original immigration documents in person to provide you with the No Employment Letter needed for your application. Your immigration documents must be valid

and cannot be expired. **Please make an in-person appointment in advance to obtain this letter.**

### **Step 3**

#### **Pick up and review your documents**

Review your No Employment Letter to ensure your name and SEVIS ID are correct.

### **Step 4**

#### **Mail your ITIN documents to the IRS**

Processing times for ITIN applications are typically 5 weeks, with longer processing times during peak tax season. The [mailing addresses](#) are in the instructions.

### **Step 5**

#### **After your ITIN has been issued to you**

Once your ITIN application has been approved by the IRS you will receive the card in the mail.

\*DSOs at YU who can certify copies of your documents: Jennifer Golden, Rukia Rahi, Gary Vega, HYOKEONG YU