

ITIN (Individual Taxpayer Identification Number)

The W-7 form is filed by those who are not qualified for a Social Security Number. The following is an unofficial guide on how to file the W-7 form to receive an ITIN.

REASON	Most students will either choose option C for resident alien or option F for non-resident alien student. With either option you will have to submit the W-7 when filing your US Tax Return. Applying for an ITIN doesn't guarantee being approved. If your reason is different then fill in the proper option.
NAME	Enter your legal name as it appears on your documents. If your name has changed, include your legal birth name on the second line.
MAILING ADDRESS	Enter your current mailing address. Use a PO Box if the US Postal Service won't deliver to your physical location. Never enter a "c/o" address.
FOREIGN ADDRESS	Enter your complete foreign (non-US) address in the country you permanently reside. If you permanently reside in the US, leave this portion blank.
BIRTH	Fill in all of the information to the best of your knowledge. You must list the country of birth.
OTHER	6d. Documents: You must provide original documents of either: 1 Passport or 2 of the following documents: <ul style="list-style-type: none"> • National Identification Card • US driver's license • Civil birth certificate • Foreign driver's license • US state identification card • Foreign voters registration card • US military identification card • Foreign military identification card • US visa issued by the US Department of State • US Citizenship and Immigration Services photo ID • Medical records • School records

Make sure that your form is completely filled out, signed, dated and you have included your phone number.

MAIL TO:	Internal Revenue Service ITIN Operation P.O. Box 149342 Austin, TX 78714-9342
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Your original documents should be returned to you within 60 days. If you don't receive them, call the IRS at 1-800-829-1040