How to: Request an Individual Tax Identification Number (ITIN) during the Tax Season

Option A. IF YOU (STUDENT) NEED AN ITIN:
1. Complete the W-7 form
2. Request an ITIN letter via istart
   - You will be asked to upload images of your: passport, visa, I-94 (card or print out), I-20 or DS-2019
3. Pick up your letter from OIE.
4. Schedule an appointment with the tax specialist at OHR:  
   [link]
5. Mail your completed ITIN application request to the IRS at the address on the envelope OIE will give you.
6. Wait until receiving your ITIN before filing your federal and state tax returns.

Option B. IF YOUR SPOUSE AND/OR CHILDREN NEED AN ITIN:
1. Complete a W-7 form for each dependent needing an ITIN
2. Make an appointment with a Certified Acceptance Agent:  
   [link]  
   - Bring passport, visa, and any other immigration documents to that appointment
3. Send completed W-7(s) and all certified immigration documents ALONG WITH the students' federal and state tax returns, documents, and payments (if applicable) by April 15, 2015

Option C. IF BOTH YOU AND YOUR DEPENDENTS NEED AN ITIN:
1. Student completes steps 1 - 5 from OPTION A
2. Student and spouse/dependents complete steps 1 and 2 from OPTION B
3. Student completes step 3 from OPTION B, including his or her own ITIN application

Note: Filing federal income tax forms is the personal responsibility of each international student and scholar. ISSS has developed this service to help you meet your tax filing obligations. Please be aware that you are ultimately responsible for the accuracy of your income tax returns.