Foreign Students Applying for an Individual Taxpayer Identification Number (ITIN)

Who should apply for an ITIN?
- A nonresident alien required to file a U.S. tax return
- A U.S. resident alien (based on days present in the United States) filing a U.S. tax return
- A nonresident alien receiving fellowship/scholarship income
- A nonresident alien who is applying for a tax treaty exemption on fellowship/scholarship income

How to apply during the semester?

*Complete the following forms without your signature and signature date*

- Form W-7, Application for IRS Individual Taxpayer Identification Number
- Form W-8BEN, Certificate of Foreign Status

*Photocopy the following documents*

- Photocopy of Form I-20 or DS-2019
- Photocopy of Passport (biographical identification page) - Certified copy not required
- Photocopy of Visa
- Print-out of I-94 arrival document

How to apply during tax season?

*Print the following documents from Glacier Tax Prep: Do not enter your signature or date on the forms*

- Form W-7, Application for IRS Individual Taxpayer Identification Number
- Form 1040NR or 1040NR-EZ, Federal Income Tax Return
- Form 8843, Statement of Exempt Individuals
- Scholarship/Fellowship Statement

*Photocopy the following documents*

- Form I-20 or DS-2019
- Passport (biographical identification page) - Certified copy not required
- Visa Not required for Canadian
- Print-out of I-94 arrival document
- Print out of Form 1042-S or Original Form 1042-S
Where to submit?

Schedule your appointment with the NTCR office by using the Web Appointment Scheduling System by clicking on the enclosed link **WASS**.

**Still have questions?** Please contact the Nonresident Tax Compliance and Reporting Team at **ntcr@princeton.edu**

Further general information about obtaining an ITIN may be found at the [IRS website](https://www.irs.gov).