Step-by-Step Guide: Filing Taxes without an ITIN

1. Per **instructions**, complete taxes in Glacier Tax Prep.
2. Complete ITIN application as follows:
   a. Complete Form W-7 form in Glacier Tax Prep, or access blank form [here](#):
      i. *Below is an example of how you should complete the top section of Form W-7.*

   ![W-7 Form](image)

   b. Attach a copy of your Admissions letter from Princeton University
   c. Attach a copy of your Passport Signature and Photo Pages
   d. Attach a copy of your I-20 or DS-2019
   e. Attach a copy of your Visa document
   f. Attach a copy of your I-94
   g. Attach the following two letters, which will be completed by your DSO at the Davis International Center.
      i. Certification letter from Princeton University Designated School Official
      ii. No employment letter
      iii. Letter indicating you are receiving scholarships/fellowships from Princeton

3. Mail your completed ITIN Application and your 2020 Tax Return to the address listed in your Glacier Tax Prep Instructions.
   a. Please be sure to follow all instructions from your Glacier Tax Prep Instruction Guide.
   b. Please use a mailing method that provides a tracking number for you to track your package so you know if and when arrives to the IRS.

4. The IRS will assign you a temporary Identification Number for filing your taxes until you are able to apply in person for an ITIN.