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.

   1. [Image of Form W-7]

      Application for IRS Individual Taxpayer Identification Number

      An IRS individual taxpayer identification number (ITIN) is for U.S. federal tax purposes only.

      Before you begin:
      ▶ Don't submit this form if you have, or are eligible to get, a U.S. social security number (SSN).

      Reason you're submitting Form W-7. Read the instructions for the box you check. Caution: If you check box b, c, d, e, f, or g, you must file a U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions).

      a. Nonresident alien required to get an ITIN to claim tax treaty benefit
      b. Nonresident alien filing a U.S. federal tax return
      c. U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return
      d. Dependent U.S. citizen/resident alien
         If d, enter relationship to U.S. citizen/resident alien (see instructions)
         ▶
      e. Spouse of U.S. citizen/resident alien
         If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions)
         ▶
      f. Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
      g. Dependent/spouse of a nonresident alien holding a U.S. visa
      h. Other (see instructions)

   b.
   c. Attach a copy of your Admissions letter from Princeton University
   d. Attach a copy of your Passport Signature and Photo Pages
   e. Attach a copy of your I-20 or DS-2019
   f. Attach a copy of your Visa document
   g. Attach a copy of your I-94
   h. Attach the following three 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 2019 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 it 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.