



The Individual Taxpayer Identification Number (ITIN) is a tax processing number used by the US government's tax division: the Internal Revenue Service (IRS). You need an ITIN if you are not eligible for a Social Security Number so that you can meet your tax filing obligations. An ITIN is used primarily for tax filing purposes and is not a form of work authorization.

An ITIN is required for international students who are receiving non-employment-based income (such as scholarships, dividends, royalties, etc.) and do not have a Social Security Number.

_____ (Complete IRS instructions and W7 form)

Bring the following documents to a Designated School Office (DSO)* in Person.

- < A completed Form W-7
 - o Print, sign, and date the W-7. Make sure your signature matches the signature in your passport
- < Your original passport AND a copy of the passport bio page
- < Your original visa AND a copy of your visa stamp (Canadian and Bermudian citizens are required to submit a secondary form of identification. A chart of acceptable supporting documents may be found on page 2 of the Instructions for W-

and cannot be expired.

Review your No Employment Letter to ensure your name and SEVIS ID are correct.

Processing times for ITIN applications are typically 5 weeks, with longer processing times during peak tax season. The [mailing addresses](#) are in the instructions.

Once your ITIN application has been approved by the IRS you will receive the card in the mail.

*DSOs at YU who can certify copies of your documents: Jennifer Golden, Rukia Rahi, Gary Vega, Hyokeong Yu