

1. Download Form W7 from the IRS.gov website at <https://www.irs.gov/forms-pubs/about-form-w-7>

2. Prepare W-7 Application Documents

The IRS is very particular on how you file this form. Type on form or use black ink. Do not leave any blanks; write 'N/A' if something does not apply to you.

- TOP section: Indicate the reason you are submitting Form W-7:
 - Student **from a tax treaty country** (must match passport):
 - Check both boxes 'f' and 'h' only. Do not check any other boxes.
 - **f** - Nonresident alien student filing a U.S. tax return or claiming an exception
 - **h** - all applicants check this box (and write the following)
 - Write: **Exception 2(b) Scholarship Income**
 - You will also need to provide a W-8BEN Form (see separate instructions)
 - Student **not from a tax treaty country**:
 - Check both boxes 'f' and 'h' only. Do not check any other boxes.
 - **f** – Nonresident alien student filing a U.S. tax return or claiming an exception
 - **h** – all applicants check this box (and write one of the following)
 - Write: **Exception 2(c) Scholarship Income**
- Name – It should appear exactly as written in your passport. Please print.
- **MAILING ADDRESS: Enter your personal mailing address in the U.S.**
 - For example: in the Street address box: **123 Main Street, Apt. 456**
 - For example: In the City, State Postal code box: **Tampa, FL 33620**
- Foreign Address (Your non-U.S. address) must be filled in
- Birth information – must match passport
- 6a – Country of citizenship. Write entire name and do not use abbreviations. This must match country listed on I-20 and passport.
- 6b – write 'N/A'
- 6c – F-1 or J-1, visa number (see red # listed on visa). **Do not enter visa expiration date.** Write D/S 'duration of status' instead of visa expiration date.
 - Example: **F-1, C8835628, D/S**
 - Canadian passport holders: **F-1, Canadian – no visa**
- 6d – check passport, and fill in country of issue, passport number, expiration date and **most recent entry** date to U.S.
- 6e –Check 'No'
- 6f - Write 'N/A' in name fields
- 6g – write 'University of South Florida and 'Tampa, FL', duration of program should be taken from I-20 (e.g. '48 months')
- DO NOT Sign or date but you can provide a phone number

How To Fill Out the W7 Form

4: Gather your immigration Documents

- Original passport with visa
- Most recent I-20 (continued attendance)
- Award or loan letter (letter from your department stating you are receiving taxable money from University of South Florida.)

5: Complete the ITIN Letter eform in iStart

- Log into iStart.usf.edu
- Go to Letters and select ITIN
- Complete the eform
- When the eform is approved, you will receive an email to come pick up the letter during [established walk-in hours](#)

6: After you received the approval of your form in iStart, come to OIS Walk-In Hours for Completion of ITIN Application

- Bring your original documents listed in #4
- Your completed W7 unsigned which you will sign in the office.

NEXT STEPS

1. The Office of International Services will mail your application to the IRS
2. The IRS will receive and process your application
 - It typically takes **2-3 months for the IRS to approve your application**. The IRS will not expedite ITIN applications and mail the approval notice to the U.S. address indicated on your W-7 form.
3. Upon receiving your ITIN, you will
 - Update your Calculus by entering the ITIN number
 - Until you receive your ITIN you can assume that your ITIN application is still being processed.

Application Issues, Rejections, and RFEs: If your application is rejected (it is rare, but it does happen), you will receive notification from the IRS. Please come to the Office of International Services during advising hours with your denial notification.