

OBTAINING AN ITIN

What is an ITIN? ITIN stands for Individual Taxpayer Identification Number. The ITIN is a number assigned by the Internal Revenue Service (IRS) to people who are not employed or who do not qualify for a Social Security number but need to have a number for federal tax or banking purposes. It is not a photo identification. It does not change your immigration status or your right to work in the United States.

Who needs an ITIN? Student visa holders and dependent visa holders who are not eligible for a Social Security Number but have a need for a number for a federal tax return, receiving scholarship, fellowship or grant, or opening a savings account at the bank. These instructions are for students receiving a scholarship, fellowship, or grant.

Disclaimer: This information is based on guidance from the IRS, but we cannot guarantee that you will receive an ITIN.

I am a student on a Fellowship or Financial Aid and I am not working as an employee at Duke: How can I apply for an ITIN?

1. Complete IRS Form W-7. This form is available on the web at <http://www.irs.gov>.
 - a. Please note that when completing this form, **do not abbreviate**; you must spell out everything (i.e. do not use St. for Street).
 - b. Under "Reason you are submitting Form W-7" check **both** **Nonresident Alien Student** and **Other**, and write **Exception 2c – Scholarships, fellowships and grants** on the line.
 - c. The Form also asks you for your **US visa number (Question 6c)**. This number is located on the visa stamp in your passport that you used to enter the US. It is usually **printed in red and has a letter and 7 digits**. If you are a Canadian citizen, leave this blank.
 - d. Additionally, be sure to sign and date the form!
2. Go to the Duke Visa Services (DVS) at Smith Warehouse: Bay 7-1st Floor, 114 South Buchanan Boulevard. Check the DVS website for bus schedules and parking instructions: <http://www.visaservices.duke.edu/>. Bring a copy of your award letter as well as your passport, visa, I-20 or DS-2019, and your electronic I-94 printed from <https://i94.cbp.dhs.gov/i94/#/home>. A DVS advisor will provide you with the 2 letters required as part of the W-7 filing and copy the required visa documents for the W-7 application.
3. Within **FIVE** days after receiving the letters and copies from DVS, Duke's Corporate Tax Department will assist you in reviewing the W-7, compiling the W-7 packet, and mailing the packet to the IRS. The packet will include your W-7 application, copy of your passport and visa, copy of your I-20 or DS2019, and other support documents necessary to meet the Form W-7 application requirements such as your award or fellowship letter. **The Corporate Tax Department will assist students each Friday from 1:00pm to 3:00pm, except holidays. If this time is not convenient, contact Jackie Pollmiller at jackie.pollmiller@duke.edu.**

The Corporate Tax Department is located at American Tobacco Campus, Bay 8, Suite 850. Students can take the the Bull City Connect bus for free. Go to http://parking.duke.edu/news/items/2010_08_12bullcityadvance.php for details. After exiting the bus, walk up the right side of the parking deck to the long brick building on the left. Walk along the sidewalk until you see Bay 9. Your student ID should get you in the door. Go to the end of the hall, turn right and go to Suite 850.

If you decide to drive from Duke's campus, drive down W. Chapel Hill Street, go past the police station and turn right on Pettigrew. There will be a parking deck on your right just after the bus depot. Turn into the second entrance of the parking deck. Drive through the parking deck and you will see a long brick building on your left. Find bay 9 (the numbers are above the doors). Your student ID should get you in the door. Go to the end of the hall, turn right and go to Suite 850.

The GPS coordinates to the Duke Corporate Tax Office are: N 35° 59' 37", W 078° 54' 19".

4. The Corporate Tax Department will retain a copy of the application for future reference.

It takes the IRS an average of six to eight weeks to process an ITIN application, and longer during peak periods. Corporate Tax will follow up with the IRS for applications still outstanding after 8 weeks.