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 only.

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

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?

   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 2(c) – 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. 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 www.cbp.gov/I94. 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. Duke Corporate Tax Department will assist you in reviewing the 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 and the 2 letters from DVS. The Corporate Tax Department will assist students each Friday from 1:00pm to 3:00pm, no appointment necessary, except holidays. If this time is not convenient, contact Jackie Pollmiller at jackie.pollmiller@duke.edu. Meeting with DVS and Corporate Tax should take place within a FIVE day period of each other, so plan accordingly.

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 at the Durham Station, walk down the right side of the parking deck that is beside the station, to the long brick building in front of it. Walk along the sidewalk to the right until you see Bay 9. Your student ID should get you in the door. Once inside, go to the end of the hall, turn right and go to the end of the hall and down the steps into Suite 850. The meeting room will be right in front of you.

If you decide to drive, from Duke’s campus, drive down W. Chapel Hill Street, past the police station and turn right on Pettigrew. There will be a parking deck on your right just after the bus station. 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 the end of the hall and down the steps into Suite 850.

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

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.