



# HARVARD International Office

## Completing the IRS Form W-7

Use this form to request an Individual Tax Payer Identification Number (ITIN) from the U.S. Internal Revenue Service (IRS). The HIO ITIN application resources are designed to assist students who are receiving scholarship and fellowship income. For other possible ITIN uses please review the ITIN instructions at <https://www.irs.gov/pub/irs-pdf/iw7.pdf>.

Harvard students cannot use the W-7 to request a tax treaty benefit.

HIO ITIN application instructions are located at <http://hio.harvard.edu/individual-tax-payer-identification-number-itin>

Form **W-7**  
 (Rev. August 2019)  
 Department of the Treasury  
 Internal Revenue Service

**Application for IRS Individual Taxpayer Identification Number**  
 ▶ For use by individuals who are not U.S. citizens or permanent residents.  
 ▶ See separate instructions.

OMB No. 1545-0074

**An IRS individual taxpayer identification number (ITIN) is for U.S. federal tax purposes only.** Application type (check one box):  
 Apply for a new ITIN  
 Renew an existing ITIN

**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 of 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) ▶ \_\_\_\_\_

Additional information for a and f: Enter treaty country ▶ \_\_\_\_\_ and treaty article number ▶ \_\_\_\_\_

<b>Name</b> (see instructions) Name at birth if different ▶	1a First name	Middle name	Last name
	1b First name	Middle name	Last name

**Applicant's Mailing Address**  
 2 Street address, apartment number, or rural route number. If you have a P.O. box, see separate instructions.  
 City or town, state or province, and country. Include ZIP code or postal code where appropriate.

**Foreign (non-U.S.) Address**  
 3 Street address, apartment number, or rural route number. Don't use a P.O. box number.  
 City or town, state or province, and country. Include postal code where appropriate.

<b>Birth Information</b>	4 Date of birth (month / day / year)	Country of birth	City and state or province (optional)	5 <input type="checkbox"/> Male <input type="checkbox"/> Female
	6a Country(ies) of citizenship	6b Foreign tax I.D. number (if any)	6c Type of U.S. visa (if any), number, and expiration date	

**Other Information**  
 6d Identification document(s) submitted (see instructions)  Passport  Driver's license/State I.D.  
 USCIS documentation  Other \_\_\_\_\_ Date of entry into the United States (MM/DD/YYYY): / /  
 Issued by: No.: Exp. date: / /

6e Have you previously received an ITIN or an Internal Revenue Service Number (IRSIN)?  
 No/Don't know. Skip line 6f.  
 Yes. Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions).

6f Enter ITIN and/or IRSIN ▶ ITIN - IRSIN - and name under which it was issued ▶ \_\_\_\_\_  
 First name Middle name Last name

6g Name of college/university or company (see instructions) ▶ \_\_\_\_\_  
 City and state ▶ \_\_\_\_\_ Length of stay ▶ \_\_\_\_\_

**Sign Here**  
 Keep a copy for your records.  
 Signature of applicant (if delegate, see instructions) Date (month / day / year) Phone number  
 Name of delegate, if applicable (type or print) Delegate's relationship to applicant  Parent  Court-appointed guardian  
 Power of attorney

**Acceptance Agent's Use ONLY**  
 Signature Date (month / day / year) Phone  
 Name and title (type or print) Name of company EIN PTIN  
 Office code

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 10229L Form **W-7** (Rev. 8-2019)



# HARVARD

## International Office

### Application Type

- Be sure to select the correct option

### Filing Reason

- Harvard students can only use this form by selecting both items F and H
- On line H, enter “Scholarship/Fellowship Income”, do not enter any tax treaty information
- Visit <https://nratax.oc.finance.harvard.edu/tax-treaties> for information on how Harvard applies tax treaty benefits

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**g**  Dependent/spouse of a nonresident alien holding a U.S. visa  
**h**  Other (see instructions) ▶ \_\_\_\_\_

**Additional information for a and f: Enter treaty country ▶ and treaty article number ▶**

<b>Name</b> (see instructions) Name at birth if different ▶	1a First name	Middle name	Last name
	1b First name	Middle name	Last name
<b>Applicant's Mailing Address</b>	2 Street address, apartment number, or rural route number. If you have a P.O. box, see separate instructions.		
	City or town, state or province, and country. Include ZIP code or postal code where appropriate.		
<b>Foreign (non-U.S.) Address</b> (see instructions)	3 Street address, apartment number, or rural route number. Don't use a P.O. box number.		
	City or town, state or province, and country. Include postal code where appropriate.		
<b>Birth Information</b>	4 Date of birth (month / day / year)	Country of birth	City and state or province (optional)
			5 <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Other Information</b>	6a Country(ies) of citizenship	6b Foreign tax I.D. number (if any)	6c Type of U.S. visa (if any), number, and expiration date
	6d Identification document(s) submitted (see instructions) <input type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D. <input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other _____ Date of entry into the United States (MM/DD/YYYY): / /		
	6e Have you previously received an ITIN or an Internal Revenue Service Number (IRSIN)? <input type="checkbox"/> No/Don't know. Skip line 6f. <input type="checkbox"/> Yes. Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions).		
	6f Enter ITIN and/or IRSIN ▶ ITIN [ ][ ]-[ ][ ]-[ ][ ][ ][ ] IRSIN [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ] and name under which it was issued ▶ First name Middle name Last name		
	6g Name of college/university or company (see instructions) ▶ City and state ▶ Length of stay ▶		
<b>Sign Here</b> Keep a copy for your records.	Signature of applicant (if delegate, see instructions)		Date (month / day / year) / / Phone number
	Name of delegate, if applicable (type or print)		Delegate's relationship to applicant <input type="checkbox"/> Parent <input type="checkbox"/> Court-appointed guardian <input type="checkbox"/> Power of attorney
<b>Acceptance Agent's Use ONLY</b>	Signature		Date (month / day / year) / / Phone
	Name and title (type or print)		Fax
	Name of company	EIN	PTIN
		Office code	

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## International Office

Complete all Sections

Form <b>W-7</b> (Rev. August 2019) Department of the Treasury Internal Revenue Service		<b>Application for IRS Individual Taxpayer Identification Number</b> ▶ For use by individuals who are not U.S. citizens or permanent residents. ▶ See separate instructions.		OMB No. 1545-0074
An IRS individual taxpayer identification number (ITIN) is for U.S. federal tax purposes only.				Application type (check one box): <input type="checkbox"/> Apply for a new ITIN <input type="checkbox"/> Renew an existing ITIN
<b>Before you begin:</b> • Don't submit this form if you have, or are eligible to get, a U.S. social security number (SSN).				
<b>Reason you're submitting Form W-7.</b> Read the instructions for the box you check. <b>Caution:</b> 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 <input type="checkbox"/> Nonresident alien required to get an ITIN to claim tax treaty benefit b <input type="checkbox"/> Nonresident alien filing a U.S. federal tax return c <input type="checkbox"/> U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return d <input type="checkbox"/> Dependent of U.S. citizen/resident alien } If d, enter relationship to U.S. citizen/resident alien (see instructions) ▶ _____ e <input type="checkbox"/> 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 <input type="checkbox"/> Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception g <input type="checkbox"/> Dependent/spouse of a nonresident alien holding a U.S. visa h <input type="checkbox"/> Other (see instructions) ▶ _____				
Additional information for a and f: Enter treaty country ▶ _____ and treaty article number ▶ _____				
<b>Name</b> (see instructions) Name at birth if different ▶	<b>1a</b> First name		Middle name	Last name
	<b>1b</b> First name		Middle name	Last name
<b>Applicant's Mailing Address</b>	<b>2</b> Street address, apartment number, or rural route number. If you have a P.O. box, see separate instructions. City or town, state or province, and country. Include ZIP code or postal code where appropriate.			
<b>Foreign (non-U.S.) Address</b> (see instructions)	<b>3</b> Street address, apartment number, or rural route number. Don't use a P.O. box number. City or town, state or province, and country. Include postal code where appropriate.			
<b>Birth Information</b>	<b>4</b> Date of birth (month / day / year)		Country of birth	City and state or province (optional)
<b>Other Information</b>	<b>5a</b> Country(ies) of citizenship	<b>5b</b> Foreign tax I.D. number (if any)	<b>5c</b> Type of U.S. visa (if any), number, and expiration date	
<b>6d</b> Identification document(s) submitted (see instructions) <input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other _____ Issued by: _____ No.: _____ Exp. date: / / Date of entry into the United States (MM/DD/YYYY): / /	<b>6e</b> Have you previously received an ITIN or an Internal Revenue Service Number (IRSIN)? <input type="checkbox"/> No/Don't know. Skip line 6f. <input type="checkbox"/> Yes. Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions).			
<b>6f</b> Enter ITIN and/or IRSIN ▶ ITIN [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ][ ] IRSIN [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ][ ] and name under which it was issued ▶ _____ First name Middle name Last name	<b>6g</b> Name of college/university or company (see instructions) ▶ _____ City and state ▶ _____ Length of stay ▶ _____			
<b>Sign Here</b> Keep a copy for your records.	Under penalties of perjury, I (applicant/delegate/acceptance agent) declare that I have examined this application, including accompanying documentation and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I authorize the IRS to share information with my acceptance agent in order to perfect this Form W-7, Application for IRS Individual Taxpayer Identification Number.			
<b>Acceptance Agent's Use ONLY</b>	Signature		Date (month / day / year)	Phone number
<b>Acceptance Agent's Use ONLY</b>	Name and title (type or print)		Name of company	EIN Office code
<b>Acceptance Agent's Use ONLY</b>	Signature		Date (month / day / year)	Phone number
<b>Acceptance Agent's Use ONLY</b>	Name of delegate, if applicable (type or print)		Delegate's relationship to applicant	<input type="checkbox"/> Parent <input type="checkbox"/> Court-appointed guardian <input type="checkbox"/> Power of attorney



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### Complete all Sections

### Notes

1. 6c – the U.S. visa number is the red number on the visa stamp
2. Canadians should write “Canadians – no visa requirement” in this space
3. 6d – Select “Passport” and then list the country that issued the passport
4. “Date of entry” refers to your initial entry to the U.S. with F-1 status – review your [I-94](http://hio.harvard.edu/renewing-visa) if necessary: <http://hio.harvard.edu/renewing-visa>
5. “Length of stay” can be found in the “Program of Study section of the Form I-20

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a <input type="checkbox"/> Nonresident alien required to get an ITIN to claim tax treaty benefit				
b <input type="checkbox"/> Nonresident alien filing a U.S. federal tax return				
c <input type="checkbox"/> U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return				
d <input type="checkbox"/> Dependent of U.S. citizen/resident alien <span style="float:right">If d, enter relationship to U.S. citizen/resident alien (see instructions) ►</span>				
e <input type="checkbox"/> Spouse of U.S. citizen/resident alien <span style="float:right">If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ►</span>				
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g <input type="checkbox"/> Dependent/spouse of a nonresident alien holding a U.S. visa				
h <input type="checkbox"/> Other (see instructions) ►				
Additional information for a and f: Enter treaty country ► and treaty article number ►				
Name (see instructions) Name at birth if different ►	1a First name	Middle name	Last name	
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Applicant's Mailing Address	2 Street address, apartment number, or rural route number. If you have a P.O. box, see separate instructions.			
	City or town, state or province, and country. Include ZIP code or postal code where appropriate.			
Foreign (non-U.S.) Address (see instructions)	3 Street address, apartment number, or rural route number. Don't use a P.O. box number.			
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Birth Information	4 Date of birth (month / day / year)	Country of birth	City and state or province (optional)	5 <input type="checkbox"/> Male <input type="checkbox"/> Female
Other Information	6a Country(ies) of citizenship	6b Foreign tax I.D. number (if any)	6c Type of U.S. visa (if any), number, and expiration date	
	6d Identification document(s) submitted (see instructions) <input checked="" type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D. <input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other _____ Date of entry into the United States (MM/DD/YYYY): / /			
	6e Have you previously received an ITIN or an Internal Revenue Service Number (IRSNI)? <input type="checkbox"/> No/Don't know. Skip line 6f. <input type="checkbox"/> Yes. Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions).			
	6f Enter ITIN and/or IRSNI ► ITIN [ ][ ]-[ ][ ]-[ ][ ][ ][ ] IRSNI [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ] and name under which it was issued ► First name Middle name Last name			
	6g Name of college/university or company (see instructions) ► City and state ► Length of stay ►			
Sign Here Keep a copy for your records.	Under penalties of perjury, I (applicant/delegate/acceptance agent) declare that I have examined this application, including accompanying documentation and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I authorize the IRS to share information with my acceptance agent in order to perfect this Form W-7, Application for IRS Individual Taxpayer Identification Number.			
	Signature of applicant (if delegate, see instructions)		Date (month / day / year)	Phone number
Name of delegate, if applicable (type or print)		Delegate's relationship to applicant	<input type="checkbox"/> Parent <input type="checkbox"/> Court-appointed guardian <input type="checkbox"/> Power of attorney	
Signature		Date (month / day / year)	Phone Fax	
Acceptance Agent's Use ONLY	Name and title (type or print)		Name of company	EIN Office code



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### Finishing

1. Sign the form
2. List the date of signing
3. List a telephone number (if available)

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<b>Before you begin:</b>				
a <input type="checkbox"/> Nonresident alien required to get an ITIN to claim tax treaty benefit b <input type="checkbox"/> Nonresident alien filing a U.S. federal tax return c <input type="checkbox"/> U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return d <input type="checkbox"/> Dependent of U.S. citizen/resident alien } If d, enter relationship to U.S. citizen/resident alien (see instructions) ▶ _____ e <input type="checkbox"/> 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 <input type="checkbox"/> Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception g <input type="checkbox"/> Dependent/spouse of a nonresident alien holding a U.S. visa h <input type="checkbox"/> Other (see instructions) ▶ _____				
Additional information for a and f: Enter treaty country ▶ _____ and treaty article number ▶ _____				
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<b>Other Information</b> 6a Country(ies) of citizenship 6b Foreign tax I.D. number (if any) 6c Type of U.S. visa (if any), number, and expiration date 6d Identification document(s) submitted (see instructions) <input type="checkbox"/> Passport <input type="checkbox"/> Driver's license/State I.D. <input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other _____ Date of entry into the United States (MM/DD/YYYY): / / Issued by: No.: Exp. date: / / 6e Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)? <input type="checkbox"/> No/Don't know. Skip line 6f. <input type="checkbox"/> Yes. Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions). 6f Enter ITIN and/or IRSN ▶ ITIN [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ][ ] IRSN [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ][ ] and name under which it was issued ▶ _____ First name Middle name Last name City and state ▶ _____ Length of stay ▶ _____				
<b>Sign Here</b> Keep a copy for your records.				
Under penalties of perjury, I (applicant/delegate/acceptance agent) declare that I have examined this application, including accompanying documentation and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I authorize the IRS to share information with my acceptance agent in order to perfect this Form W-7, Application for IRS Individual Taxpayer Identification Number.				
Signature of applicant (if delegate, see instructions) Date (month / day / year) Phone number Name of delegate, if applicable (type or print) Delegate's relationship to applicant <input type="checkbox"/> Parent <input type="checkbox"/> Court-appointed guardian <input type="checkbox"/> Power of attorney Signature Date (month / day / year) Phone Name and title (type or print) Name of company EIN PTIN Office code				
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For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 10229L Form <b>W-7</b> (Rev. 8-2019)				



# HARVARD

## International Office

### Additional Information

1. Bring your original documents as well as the required copies when requesting ITIN application assistance. Review the application instructions at <http://hio.harvard.edu/individual-tax-payer-identification-number-itin>
2. Make, and keep, a copy of your ITIN application materials for possible future reference
3. Once you receive your ITIN update your information in the Harvard Glacier system
4. Provide the new Glacier Summary to the Harvard Controllers Office. Harvard Glacier and tax treaty information is located at <https://nratax.oc.finance.harvard.edu/tax-treaties> and <https://nratax.oc.finance.harvard.edu/GLACIER>

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	Issued by: _____ No.: _____ Exp. date: / /			
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	6g Name of college/university or company (see instructions) ▶ _____ City and state ▶ _____ Length of stay ▶ _____			
<b>Sign Here</b> Keep a copy for your records.	Signature of applicant (if delegate, see instructions)		Date (month / day / year)	Phone number
	Name of delegate, if applicable (type or print)		Delegate's relationship to applicant	<input type="checkbox"/> Parent <input type="checkbox"/> Court-appointed guardian <input type="checkbox"/> Power of attorney
<b>Acceptance Agent's Use ONLY</b>	Signature		Date (month / day / year)	Phone
	Name and title (type or print)		Name of company	Fax
		EIN	PTIN	
		Office code		
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