

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 Treas Internal Revenue Servic		OMB No. 1545-0074.					
Before you begir	l taxpayer identification number (ITIN) i n: nis form if you have, or are eligible to get, a		65 65		lication type (check one box):] Apply for a new ITIN] Renew an existing ITIN		
must file a U.S. f a Nonresiden b Nonresiden c U.S. resider d Dependent e Spouse of U f Nonresiden	t alien student, professor, or researcher filing a spouse of a nonresident alien holding a U.S. vi	you meet one y benefit States) filing a U. tionship to U.S. ci name and SSN/IT U.S. federal tax re	of the exception S. federal tax return tizen/resident alien FIN of U.S. citizen/re	s (see instruc) (see instruction esident alien (se	tions).		
Additional information	on for a and f: Enter treaty country >		and treaty arti	cle number 🕨			
Name (see instructions)	1a First name	Middle name		Last name			
Name at birth if different	1b First name	Middle name		Last name			
Applicant's Mailing Address	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 run City or town, state or province, and count						
Birth Information	4 Date of birth (month / day / year) Country of	birth	City and state or p	province (optior	nal) 5 🗌 Male		
Other Information	6a Country(ies) of citizenship 6b Foreign 6d Identification document(s) submitted (see USCIS documentation USCIS documentation Other Issued by: No.: 6e Have you previously received an ITIN or a No/Don't know. Skip line 6f. Yes. Complete line 6f. If more than of 6f Enter ITIN and/or IRSN ► ITIN name under which it was issued ► 6g Name of college/university or company (so City and state ►	Ex In Internal Revenu- one, list on a sheet	Passport	Driver's licens Date the U (MM/ IRSN)? form (see instru SN	of entry into nited States DD/YYYY): / /		
Sign Here Keep a copy for your records.	Under penalties of perjury, I applicant/delgate documentation and statements, and to the best information with my acceptance agent in order to p Signature of applicant (if delegate, see in Name of delegate, if applicable (type or	of my knowledge a erfect this Form W-7 nstructions)	nd belief, it is true,	correct, and cor ndividual Taxpaye year) Phone	nplete. I authorize the IRS to sha		
Acceptance	Signature		to applicant Date (month / day /	Pow	ver of attorney		
Agent's Use ONLY	Name and title (type or print)	Name of c		EIN Office code	PTIN		



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 <u>https://nratax.oc.finance.harvard.edu/tax-</u> <u>treaties</u> for information on how Harvard applies tax treaty benefits

Form W-7 (Rev. August 2019) Department of the Treas Internal Revenue Service	Taxpayer ► For use by individuals wh	ion for IRS Identificati no are not U.S. citi se separate instruc	on Number zens or permaner		ts	OMB No. 1545-0074	
Before you begir	taxpayer identification number (ITIN) : is form if you have, or are eligible to get,				Apply	type (check one box): / for a new ITIN w an existing ITIN	
must file a U.S. f a Nonresident b Nonresident c U.S. resident d Dependent	Abmitting Form W-7. Read the instruction derail tax return with Form W-7 unless alien required to get an ITN to claim tax treat alien filing a U.S. federal tax return t alien (based on days present in the United of U.S. citizen/resident alien S. citizen/resident alien If d or e, enter	s you meet one ty benefit d States) filing a U. ationship to U.S. ci	of the exception S. federal tax retur tizen/resident alien	is (see in n (see instr	structions). uctions) ►	b, c, d, e, f, or g, you	
g 📃 Dependent/ h ✔ Other (see in	alien student, professor, or researcher filing spouse of a nonresident alien holding a U.S. v istructions) ► EX(n for a and f: Enter treaty country ►			arsh	ip/Inc	ome	
Name	1a First name	Middle name	and treaty and	Last na			
(see instructions) Name at birth if different	1b First name	Middle name		Last na	ame		
Applicant's Mailing	2 Street address, apartment number, or ru		20-00-00000000000000000000000000000000		•	ructions.	
Address	City or town, state or province, and cour	ntry. Include ZIP co	de or postal code v	vhere app	ropriate.		
Foreign (non- U.S.) Address (see instructions)	3 Street address, apartment number, or ru City or town, state or province, and cour				er.		
Birth Information	4 Date of birth (month / day / year) Country c	of birth	City and state or	province ((optional) 5	Male Female	
Other Information	6d Identification document(s) submitted (se				a (if any), numi license/State	ber, and expiration date	
	USCIS documentation Othe	Ex	p. date: / /		Date of entry the United St (MM/DD/YYY	ates	
	6e Have you previously received an ITIN or No/Don't know. Skip line 6f. Yes. Complete line 6f. If more than				instructions).		
	6f Enter ITIN and/or IRSN ► ITIN IRSN and name under which it was issued ► Middle name Last name						
	Sg Name of college/university or company (see instructions) ► City and state ► Length of stay ►						
Sign Here	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.						
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 relation to applicant		Power of at	Court-appointed guardiar torney	
Acceptance	Signature		Date (month / day . / /		Phone Fax		
Agent's Use ONLY	Name and title (type or print)	Name of c	ompany	EIN Office co	ode	PTIN	



Complete all Sections

Form W-7 (Rev. August 2019) Department of the Tree Internal Revenue Servi	sury be For use by individuals with S	ee separate instruc	on Number zens or permanen ctions.	t resider		OMB No. 1545-0074
Before you begi	a l taxpayer identification number (ITIN) n: his form if you have, or are eligible to get,		÷ .		Apply	type (check one box): for a new ITIN w an existing ITIN
must file a U.S. 1 a Nonresider b Nonresider c U.S. reside d Dependent e Spouse of	ubmitting Form W-7. Read the instruct federal tax return with Form W-7 unles tallen required to get an ITIN to claim tax treat it allen filing a U.S. federal tax return nt allen (based on days present in the Unite of U.S. citizen/resident allen U.S. citizen/resident allen tallen student, professor, or researcher filing	s you meet one of aty benefit d States) filing a U.: lationship to U.S. ci er name and SSN/IT	of the exception S. federal tax return tizen/resident alien TIN of U.S. citizen/r	s (see in (see inst esident a	nstructions). ructions) ►	
	/spouse of a nonresident alien holding a U.S.	visa				
h 🗌 Other (see Additional informat	ion for a and f: Enter treaty country ►		and treaty arti	cle numi	ber 🕨	
Name (see instructions)	1a First name	Middle name		Last r		
Name at birth if different ►	1b First name	Middle name		Last r	name	
U.S.) Address (see instructions) Birth Information	You can use a rel City or town, state or province, and cou 4 Date of birth (month / day / year) Country of	ntry. Include postal	code where approp		(optional) 5	Male Female
Other Information	6a Country(ies) of citizenship 6b Foreig	in tax I.D. number (i	fany) 6c Type	of U.S. vi	sa (if any), numb	per, and expiration date
	6d Identification document(s) submitted (se USCIS documentation Othen Issued by: No.:	er	Passport] Driver'	s license/State Date of entry i the United Sta (MM/DD/YYY)	nto
	Be Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)? 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). The service of the service servic					
	6f Enter ITIN and/or IRSN ► ITIN IRSN and name under which it was issued ► Middle name Last name					
	6g Name of college/university or company City and state ►	(see instructions) >	Length of	stay 🕨		
Sign Here	Under penalties of perjury, I (applicant/delegat documentation and statements, and to the bes information with my acceptance agent in order to	t of my knowledge a	nd belief, it is true,	correct, a	and complete. I	authorize the IRS to sha
Keep a copy for your records.	Signature of applicant (if delegate, see instructions)		1 1		Phone number	
	Name of delegate, if applicable (type o	r print)	Delegate's relations to applicant		Power of att	Court-appointed guardia orney
Acceptance Agent's	Signature		Date (month / day /		Phone Fax	
Use ONLY	Name and title (type or print)	Name of c	ompany	EIN Office c	ode	PTIN
For Paperwork Re	duction Act Notice, see separate instructio	ns.	Cat. No. 10229)L		Form W-7 (Rev. 8-201)



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 required" in this space
- 6d Select "Passport" and then list the country that issued the passport
- "Date of entry" refers to your most recent entry to the U.S. with F-1 status – review your <u>I-94</u> if necessary: <u>http://hio.harvard.edu/renewing-visa</u>
- 5. "Length of stay" can be found in the "Program of Study section of the Form I-20

Form W-7 (Rev. August 2019) Department of the Treas Internal Revenue Servic	Application for IRS Individual Taxpayer Identification Number For use by individuals who are not U.S. citizens or permanent residents. Se separate instructions.					OMB No. 1545-0074		
Before you begin	I taxpayer identification number (ITIN) I: his form if you have, or are eligible to get,				Apply	type (check one box): / for a new ITIN w an existing ITIN		
a Nonresiden b Nonresiden c U.S. resider d Dependent e Spouse of U f Nonresiden		s you meet one ty benefit d States) filing a U. ationship to U.S. ci er name and SSN/I a U.S. federal tax re	of the exception S. federal tax retur tizen/resident alier FIN of U.S. citizen/	n (see ins resident	instructions). structions) ► alien (see instru			
h 🗌 Other (see i								
	on for a and f: Enter treaty country >	h 41 al alla	and treaty an					
Name (see instructions)	1a First name	Middle name			name			
Name at birth if different ►	1b First name	Middle name			name			
Applicant's Mailing Address	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- J.S.) Address see instructions)	3 Street address, apartment number, or ru City or town, state or province, and cour				ber.			
Birth Information	4 Date of birth (month / day / year) Country o		City and state or			Female		
Other Information	6a Country(ies) of citizenship 6b Foreig	n tax I.D. number (i	F-1, F	ed ۷	isa Numl	per, and expiration date per, Visa Exp.		
	6d Identification document(s) submitted (se USCIS documentation Othe Issued by: No.: 6e Have you previously received an ITN or NODOn't know. Skip line 6f. Yes. Complete line 6f. If more than	rEx an Internal Revenu	p. date: / / e Service Number	(IRSN)?	's license/State Date of entry the United St (MM/DD/YYY) ee instructions).	into ates Y): / /		
	6f Enter ITIN and/or IRSN ► ITIN name under which it was issued ►	First name	IF	ame		Last name		
	Gg Name of college/university or company (see instructions) ►							
Sign Here	Under penalties of perjury, I (applicant/delegat documentation and statements, and to the bes information with my acceptance agent in order to	t of my knowledge a	ind belief, it is true,	correct,	and complete. I	authorize the IRS to sha		
Keep a copy for your records.	Signature of applicant (if delegate, see		Date (month / day		Phone number			
	Name of delegate, if applicable (type or Signature	print)	Delegate's relation to applicant Date (month / day		Parent Parent Power of at	Court-appointed guardi torney		
Acceptance			/ /	,001)	Fax			
Agent's Use ONLY	Name and title (type or print)	Name of c	ompany	EIN		PTIN		
	Office code							



Finishing

- 1. Print and sign the form with an ink pen
- 2. List the date of signing
- 3. List a telephone number (if available)

Form W-7 (Rev. August 2019) Department of the Trea Internal Revenue Servic	sury ► For use by individuals	ation for IRS er Identificat s who are not U.S. cit • See separate instru	ion Number izens or permanent	residents.	OMB No. 1545-0074			
Before you begi	l taxpayer identification number (ח ו: nis form if you have, or are eligible to g			Apply	type (check one box): for a new ITIN w an existing ITIN			
Reason you're s must file a U.S. 1 a Nonresiden b Nonresiden c U.S. residen d Dependent e Spouse of N	ubmitting Form W-7. Read the instru- ederal tax return with Form W-7 un talien required to get an ITIN to claim tax t alien filing a U.S. federal tax return at alien (based on days present in the Ur of U.S. citizen/resident alien If d, ente	uctions for the box less you meet one treaty benefit nited States) filing a U r relationship to U.S. o enter name and SSN/	you check. Caution of the exceptions .S. federal tax return ittizen/resident alien (s ITIN of U.S. citizen/res	n: If you check box (see instructions). see instructions) ► sident alien (see instru				
	spouse of a nonresident alien holding a U	.S. visa						
h 🗌 Other (see i Additional informati	nstructions) on for a and f: Enter treaty country		and treaty artic	le number 🕨				
Name (see instructions)	1a First name	Middle name	and a court of the	Last name				
Name at birth if different ►	1b First name	Middle name		Last name				
Applicant's Mailing Address	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, of City or town, state or province, and of							
Birth Information	4 Date of birth (month / day / year) Count / /	try of birth	City and state or pr	rovince (optional) 5	Male Female			
Other Information	6d Identification document(s) submitted	reign tax I.D. number I (see instructions) Dther		Driver's license/State				
	Date of entry into Issued by: No.; Exp. date; / ////////////////////////////////////							
	6e Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)? 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 IRSN ▶ ITIN and IRSN and and							
	6g Name of college/university or compa City and state ►	First name any (see instructions)	Middle nar		Last name			
Sign Here	Under penalties of perjury, I (applicant/del documentation and statements, and to the information with my acceptance agent in orde	best of my knowledge	and belief, it is true, c	orrect, and complete. I	authorize the IRS to share			
Keep a copy for your records.	Signature of applicant (if delegate, No Digital Signatures		Date (month / day / y					
	Name of delegate, if applicable (typ	e or print)	Delegate's relationsh to applicant	Power of att	Court-appointed guardiar orney			
Acceptance	Signature	3	Date (month / day / y	Phone Fax	26			
Agent's Use ONLY	Name and title (type or print)	Name of		EIN Office code	PTIN			
For Daporwork Do	duction Act Notice, see separate instru	ctions	Cat. No. 10229L		Form W-7 (Rev. 8-2019			



Additional Information

- Upload your ITIN materials electronically to the HIO for review at <u>http://hio.harvard.edu/individual-tax-payer-</u> 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 and contact the Student Accounts Office to provide notice to them.
- 4. A new Glacier determination showing a change should be uploaded to the Controllers Office at:

https://nratax.oc.finance.harvard.edu/GLACIER

Form W-7 (Rev. August 2019) Department of the Trea Internal Revenue Service	sury For use by individuals whe Set	o are not U.S. citi: e separate instruc	on Number zens or permanen ctions.		s.	OMB No. 1545-0074	
Before you begin • Don't submit th	nis form if you have, or are eligible to get,	a U.S. social sec	urity number (SS	N).	Apply	ype (check one box): for a new ITIN v an existing ITIN	
must file a U.S. f a Nonresiden b Nonresiden c U.S. resider d Dependent e Spouse of U f Nonresiden	ubmitting Form W-7. Read the instructi ederal tax return with Form W-7 unless t alien required to get an ITIN to claim tax trea t alien filing a U.S. federal tax return t alien (based on days present in the United of U.S. citizen/resident alien J.S. citizen/resident alien t alien student, professor, or researcher filing a (spouse of a nonresident alien holding a U.S. v	s you meet one of ty benefit I States) filling a U.: ationship to U.S. ci er name and SSN/IT a U.S. federal tax re	of the exception S. federal tax return tizen/resident alien FIN of U.S. citizen/re	s (see ins (see instru esident ali	structions). Inctions)► en (see instrue		
h Other (see i		150					
	on for a and f: Enter treaty country ►	[and treaty arti				
Name (see instructions)	1a First name	Middle name		Last na			
Name at birth if different ►	1b First name	Middle name		Last na			
Applicant's Mailing Address	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 ru City or town, state or province, and cour				•		
Birth Information	4 Date of birth (month / day / year) Country o	f birth	City and state or p	province (d	optional) 5	Male Female	
Other Information	6d Identification document(s) submitted (se	rEx an Internal Revenu- one, list on a sheet 	Passport	Driver's I t ((RSN)? form (see SN	icense/State Date of entry i he United Sta MM/DD/YYYY	nto tes	
Sign Here Keep a copy for your records.	Under penalties of perjury, I (applicant/delegat documentation and statements, and to the bess information with my acceptance agent in order to Signature of applicant (if delegate, see Name of delegate, if applicable (type or	t of my knowledge a perfect this Form W-7 instructions)	ind belief, it is true,	correct, an idividual Ta: year) P	d complete. I a xpayer Identifica hone number	authorize the IRS to share	
Acceptance	Signature		to applicant Date (month / day /	year) P	Power of att hone		
Agent's Use ONLY	Name and title (type or print)	Name of c	ompany / /	EIN	ax	PTIN	