



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

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

OMB No. 1545-0074

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

An IRS individual taxpayer identification number (ITIN) is for U.S. federal tax purposes only.

Before you begin:
 • **Don't submit this form if you have, or are eligible to get, a U.S. social security number (SSN).**

Application type (check one box):
 Apply for a new ITIN
 Renew an existing ITIN

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) ▶ _____

Exception (2) Scholarship/Income

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
	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 (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.		
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 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 (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 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
Acceptance Agent's Use ONLY	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
	Name and title (type or print)	Name of company	EIN Office code

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



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International Office

Complete all Sections

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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 } 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 ▶ _____				
Name (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. This is where you receive your mail in the U.S. 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. You can use a relative's address City or town, state or province, and country. Include postal code where appropriate.			
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) _____	
	<input type="checkbox"/> USCIS documentation <input type="checkbox"/> Other _____		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. Date of entry into the United States (MM/DD/YYYY): _____ / _____ / _____			
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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.	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.			
Acceptance Agent's Use ONLY	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 _____
Name and title (type or print) _____		Name of company _____	EIN _____	PTIN _____
			Office code _____	



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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 required” in this space
3. 6d – Select “Passport” and then list the country that issued the passport
4. “Date of entry” refers to your most recent entry to the U.S. with F-1 status – review your [I-94](http://i-94) 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

W-7 Application for IRS Individual Taxpayer Identification Number

Form (Rev. August 2019) Department of the Treasury Internal Revenue Service

► 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).

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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 ►

Name (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.

Birth Information

4 Date of birth (month / day / year) Country of birth City and state or province (optional) 5 Male 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 **F-1, Red Visa Number, Visa Exp.**

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 (IRSNI)?
 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 IRSNI ► ITIN [][]-[][]-[][][][] IRSNI [][][]-[][][]-[][][][] and name under which it was issued ► First name Middle name Last name
City and state ► Length of stay ►

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 Fax
Name and title (type or print) Name of company EIN Office code PTIN

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



HARVARD

International Office

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 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	
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	Signature of applicant (if delegate, see instructions) Date (month / day / year) Phone number No Digital Signatures		
Acceptance Agent's Use ONLY	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



HARVARD International Office

Additional Information

1. Upload your ITIN materials electronically to the HIO for review 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 and contact the Student Accounts Office to provide notice to them.
4. A new Glacier determination showing a change should be uploaded to the Controllars Office at: <https://nratax.oc.finance.harvard.edu/GLACIER>

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Birth Information
4 Date of birth (month / day / year) Country of birth City and state or province (optional) **5** Male 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
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 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
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