



ILLINOIS STATE UNIVERSITY
Illinois' first public university

International Student and Scholar Services **ITIN Letter Request**

International students in F-1/J-1 status who were not employed in the United States but received taxable income (usually in the form of a scholarship, fellowship, grant or stipend) must apply for an Individual Tax Identification Number (ITIN), since they are not eligible for a Social Security Number.

You apply for an ITIN through the Internal Revenue Service (IRS), which is the United States agency responsible for tracking income and collecting taxes. The form used to apply for an ITIN is called IRS [Form W-7](#). If you have questions about this form or whether you are eligible for an ITIN, please contact the Tax Specialist at TaxSpecialist_ColleaguePayroll@ilstu.edu or (309) 438-7677.

The IRS has special procedures for F-1/J-1 international students and their dependents which allows them to obtain a letter from their Designated School Official (DSO) or Alternate Responsible Officer (ARO), instead of mailing their original documents to the IRS. If you will apply for an ITIN and need such a letter, complete the form below and submit it to ISSS by handing it in at the front desk at 308 Fell Hall. Allow 2-3 days for processing.

Please refer to the [Special Instructions for SEVP Institutions](#) listed on the IRS website for further details.

First Name:	Last Name:
SEVIS ID:	UID:
Visa Status F-1 J-1 F-2 J-2 If in J status, is ISU your program sponsor? Yes No	Country of Citizenship:
Email address:	Phone:
Are you claiming any F-2 or J-2 dependents on your tax return? Yes* No <i>*If yes, then your dependent(s) must complete their own ITIN Letter Request Form(s).</i>	
You must present <u>originals</u> of the following documents when you submit this form: Completed Form W-7 Passport Visa I-20/DS-2019 I-94 Printout	