



# International Student Life

*Student Affairs*

**UNIVERSITY OF GEORGIA**

## ITIN Application Instructions

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**Only use this information if you have been told by ISL Tax that you need to apply for an ITIN number. Email [isltax@uga.edu](mailto:isltax@uga.edu) with any questions.**

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### ITIN Applications for Students – Option A

1. Complete Form W-7 through Sprintax
2. File for both a federal and state extension and pay estimated tax due by April 15, 2017
3. Schedule an ITIN application appointment with an Immigration Advisor – can be done through student's iStart portal
4. Request a certification of status letter during that meeting – advisor will review SEVIS record, passport, I-94, DS-2019, I-20, completed Form W-7
5. Advisor will complete the letter and assist you with assembling a packet to mail to the IRS
6. Mail your completed ITIN application request to the IRS at the appropriate address
7. WAIT until receiving your ITIN before filing federal and state returns

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### ITIN Applications for Dependents – Option B

1. Complete W-7 manually for each dependent requesting an ITIN
2. Make an appointment with a Certified Acceptance Agent – [click here](#)
3. Bring passport, visa, and any other immigration documents to the appointment
4. Send completed W-7(s) and all certified immigration documents along with students' federal and state returns, documents, and applicable payments by April 15, 2017
5. If both student and dependents need ITIN: complete the above steps and send in along with tax forms, dependent(s) W-7s, and certified documents

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### ITIN Applications for Students & Dependents – Option C

1. Student completes steps 1, 3, 4, & 5 from Option A
2. Student completes steps 1 & 2 from Option B
3. Student completes step 3 from Option B, including student's own ITIN application