How to request an Individual Tax Identification Number (ITIN) during the Tax Season?

Option A. IF YOU (STUDENT) NEED AN ITIN:

• Complete the W-7 form (Sprintax can do this for you)
• File for a federal and state extension; pay estimated tax due by April 15, 2016.
• Schedule an ITIN application appointment with an advisor in ISSIS by emailing issis@uga.edu.
• Request a certification of status letter during that meeting
  o Your advisor will review your SEVIS record. Bring the following to that meeting: passport, visa, I-94 (card or print out), I-20 or DS-2019, completed W-7
• Your advisor will complete the letter and assist you with assembling a packet to be mailed to the IRS
• Mail your completed ITIN application request to the IRS at the appropriate address.
• Wait until receiving your ITIN before filing your federal and state tax returns.

Option B. IF YOUR SPOUSE AND/OR CHILDREN NEED AN ITIN:

• Complete a W-7 form for each dependent needing an ITIN
• Make an appointment with a Certified Acceptance Agent: http://www.irs.gov/Individuals/Acceptance-Agents---Georgia
  • Bring passport, visa, and any other immigration documents to that appointment
• Send completed W-7(s) and all certified immigration documents ALONG WITH the students’ federal and state tax returns, documents, and payments (if applicable) by April 15, 2016

Option C. IF BOTH YOU AND YOUR DEPENDENTS NEED AN ITIN:

• Student completes steps 1, 3, 4, and 5 from OPTION A
• Student completes steps 1 and 2 from OPTION B
• Student completes step 3 from OPTION B, including his or her own ITIN application