

APPLICATION CHECKLIST FOR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN)

A full description of eligibility for an ITIN and the steps needed to complete the application process can be found on the [ISSS website](#). To apply for an ITIN, first compile the documents listed below and then schedule an appointment with an ISSS advisor. DO NOT send the application on your own.

If you are in an immigration status other than F-1, F-2, J-1 or J-2, or if UNC-Chapel Hill is not your immigration sponsor, please see more instructions [here](#).

Disclaimer: This information is based on guidance from the IRS, but it is not guaranteed that you will receive an ITIN.

To apply for an ITIN, you need to bring the following items to your appointment with an ISSS advisor:

- Completed [Form W-7](#)
 - **Under ‘Reason you are submitting Form W-7’:** Check both f (Nonresident Alien Student) and h (Other) Write on Line h one of the following phrases, whichever is applicable to you:
 - *“Exception 2b – Scholarships, fellowships and grants claiming tax treaty benefits”*
(Below box h after “Additional Information”, enter the name of the treaty country and treaty article number – see [Tax Treaty Tables](#)) OR
 - *“Exception 2c – Scholarships, fellowships and grants not claiming tax treaty benefits”*
 - **Note:** F-2 or J-2 dependents should write on Line h that you are to be claimed as a dependent on your spouse’s (or parent’s) tax return.
 - **Question 6c:** Visa number is located on your visa stamp and is usually printed in red letters. Include both visa number and expiration date. Canadian and Bermudan citizens can put N/A in this field.
 - **Question 6d:** Check passport and put in your passport information. For ‘Issued by’ put passport country/country of citizenship. For ‘Date of entry’ put date of initial entry to U.S. in your current status.
 - **Question 6g:** Put “University of North Carolina at Chapel Hill” and also indicate the number of years in the length of your program as indicated on Form I-20 or Form DS-2019.
 - **Sign and date the form.**
- Photocopies of each of the following (bring the original documents to your appointment):
 - Form I-94 printed from <https://i94.cbp.dhs.gov/i94>
 - visa stamp page (if applicable)
 - passport personal information page, and passport validity page showing expiration date (if separate)
 - Form I-20 or Form DS-2019
 - **Note:** F-2 or J-2 dependents should bring a copy of the F-1 or J-1 principal’s Form I-94
- Scholarship Award Letter indicating the amount of the scholarship and details, if applicable
- Completed Form W-8BEN (only for those claiming tax treaty benefits)