UNT INTERNATIONAL

UNT

International Student and Scholar Services
• 940-565-2195 (phone) • 940-565-4145 (fax) • MARQ 110 • www.international.unt.edu/immigration

ITIN Letter Request Form

In accordance with the requirements of the U.S. Internal Revenue Service's June 22, 2012 interim procedures for the Form W-7 application, applicants must obtain a certification letter from a Student and Exchange Visitor Program (SEVP)-approved institution as a substitute for submission of the original identification documents with the Form W-7. The supporting documentation for establishing identity and foreign status are provided in Publication 1915, Understanding Your IRS Individual IRS Identification Number. A certification letter is required for each Form W-7 application.

ITIN applications should be mailed to the IRS by a SEVIS official (PDSO, DSO, RO, or ARO) of a SEVP-approved institution or exchange program. The Form W-7 application will be mailed by our office within 3 business days upon the receipt of a completed request.

Biographical Data		
Family Name:	First and Middle Name:	Birth Date:
Email:		UNT ID:
U.S. Street Address:		
City:	State:	Zip:	Phone #:
Country of Citizenship:	Immigration Status:	Gender: ☐ Male ☐ Female
Current Degree Level:	Current Major:	Expected Graduation (Semester/Year):

Submission Documents:

Documents required for us to process and mail the Form W-7 application:

☐ Passport
☐ Visa
☐ I-20 or DS-2019
☐ Form W-7 application
☐ W-8BEN (only for claim of tax treaty benefits)
☐ UNT Scholarship Award Letter
☐ Non-compensatory Income Letter from the UNT Payroll Office
☐ Other supporting documents necessary to meet the Form W-7 application requirements (list below):

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I have fully completed the above information and understand the regulations regarding this process:
If I have any questions, I will consult with an ISSS Advisor.

Signature:	Date: