



## ITIN Personal Information Sheet

1. Fill in the following information:

Today's Date:

mm/dd/yy

Name:

First

Middle

Last

Student ID #, if applicable:

Date of Birth:

mm/dd/yy

Current Chicago telephone:

E-mail address:

What is your immigration status? F-1 J-1

Do you currently have a job on-campus? Yes No

2. In addition to this form, you will need to provide the following documents::

- ✓ Valid **original** passport and visa (if required)
- ✓ Your most recently issued I-20 or DS-2019
- ✓ A letter stating that you are receiving a stipend, fellowship or grant (a copy of your award letter is also acceptable) from your department
- ✓ A completed [Form W-7](#), "Application for IRS Individual Taxpayer Identification Number" and [Form W-8BEN-S](#) if you are claiming a tax treaty benefit

*Our office will mail your application to the IRS for processing. In approximately 6-8 weeks, you should receive an e-mail notification about your application from our office. If you do not receive a response from OIA within three months of your application, please contact our office. We will then contact the IRS on your behalf to work on resolving the issue.*

**OIA Use Only:**

COPIES of: passport biographical/signature page, visa (except Canadian citizens), I-20 or DS-2019, award letter.

Original Certification letter

Original Form W-7 and copy of W-8BEN-S (if applicable – Exception 2(b) ONLY) complete and accurate.

Mail to IRS/ITIN Operation (should be within 5 business days)

Staff Initial

mm/dd/yy