



## ITIN Letter Request

International students in F-1/J-1 status who were NOT employed in the United States but received taxable income (usually in the form of a scholarship, fellowship, grant or stipend) must apply for an **Individual Tax Identification Number (ITIN)**, since they are not eligible for a Social Security Number.

You apply for an ITIN through the Internal Revenue Service (IRS), which is the United States agency responsible for tracking income and collecting taxes. The form used to apply for an ITIN is called IRS Form W-7

<https://www.irs.gov/pub/irs-pdf/fw7.pdf>

The IRS has special procedures for F-1/J-1 international students and their dependents which allows them to obtain a letter from their Designated School Official (DSO) or Alternate Responsible Officer (ARO), instead of mailing their original documents to the IRS. **If you will apply for an ITIN and need such a letter, please complete the form below and send it as an attachment to our office [iss@smu.edu](mailto:iss@smu.edu). Allow 5 business days for processing.**

If additional information is needed, please refer to the Special Instructions for Student & Exchange Visitor Program (SEVP) listed on the IRS website for further details

[https://www.irs.gov/uac/Newsroom/Special-Instructions-for-Student-and-Exchange-Visitor-Program-\(SEVP\)-Institutions](https://www.irs.gov/uac/Newsroom/Special-Instructions-for-Student-and-Exchange-Visitor-Program-(SEVP)-Institutions)

### LETTER INFORMATION (COMPLETED BY STUDENT/SCHOLAR)

FAMILY NAME:		FIRST/MIDDLE NAME:	
SEVIS ID NUMBER:		SMU ID NUMBER:	
U.S. CURRENT STREET ADDRESS:			
CITY:		STATE:	ZIP CODE:
TELEPHONE NUMBER:		PROGRAM END DATE:	
IMMIGRATION STATUS: <input type="checkbox"/> F1 <input type="checkbox"/> J-1 Student <input type="checkbox"/> J-1 Scholar			
<input type="checkbox"/> I understand that if I have dependents then they will have to complete their own ITIN letter request form.			
<input type="checkbox"/> I understand that by signing this form I certify that I have not worked in the US.			

I understand that I am responsible for complying with my student/scholar visa regulations in addition to any applicable federal, state, and local laws and regulations as well as SMU's policies regarding employment. I understand that a violation of my visa status may result in termination of my record and possible deportation.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

ISSS Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_