IRS Individual Taxpayer Identification Number (ITIN) Information

F-1 students receiving a fellowship, scholarship or grant and do not possess a U.S. Social Security Number (SSN), must apply for an ITIN number. Please follow the steps listed below.

**STEP 1)** Request a University of California, Berkeley (UCB) GLACIER\*\* account from the source of funding. This may be an academic department, library or alumni services. You may also email payroll at glacieradmin@berkeley.edu to set up the account. Complete the online GLACIER record. In the record, please select the option which states: “The individual will apply for an ITIN.”
\*\*GLACIER is an online tax-compliance system that the University uses to manage tax information for foreign nationals receiving funds from UC Berkeley. Students must complete a GLACIER record before Payroll can release payment.

**STEP 2)** Print and sign all required GLACIER forms, including the populated W-7 ITIN application form. Bring the documents listed below to the Payroll Department and then to the Berkeley International Office. Please make sure the W-7 and W-8BEN, if applicable, are printed single sided. Note both Payroll and BIO will need an original W-7 and W-8BEN, if applicable. For a completed application to BIO, all documents must be shown at the time you visit.

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| **Submit to Payroll Drop-Off Box** | **Submit to Berkeley International Office** |
| 2195 Hearst, Earl Warren Hall, Suite 120Hours: 12:30pm-2:30pm | 2299 Piedmont Ave, 2nd floor of I-HouseHours: Monday-Friday 10am-12pm; 1:30pm-4pm |
| * Original, signed GLACIER forms (NOT the W-7)
* Original, signed W-8BEN, if applicable
* Copy of Visa stamp, if applicable
* Copy of Passport Admission Stamp or Electronic I-94 Print out from cbp.gov/i-94
* Copy of I-20 (3 pages)
 | * Original, signed W-7 ITIN Form
* Original, signed W-8BEN, if applicable
* Original Passport
* Original I-20 (all 3 pages)
* Copy of Passport Identification Page
* Copy of Visa stamp, if applicable
* Copy of I-20 (3 pages)
* Copy of Paper-I-94 or Passport Admission Stamp & Electronic I-94 Print out from cbp.gov/i-94
* Letter or official notification from the University awarding scholarship, fellowship, or grant. Should not be an email.
* For applicants with a Canadian passport, copy of Canadian driver’s license, NEXUS card or other proof of identity with photo
 |
| Questions: glacieradmin@berkeley.edu | Questions: internationaloffice@berkeley.edu |

**STEP 3)** BIO will issue an ITIN Certification Letter to verify the original passport and immigration documents confirming international student status in the US. Berkeley International Office will submit the ITIN application, on your behalf, to the Internal Revenue Service (IRS) and notify the UC Berkeley Payroll Department of receipt of the application.

After the Payroll Department receives both the GLACIER documents as well as BIO’s confirmation of ITIN application, they can release the payment.

**STEP 4)** When the IRS receives the ITIN application, it will be processed and a response will be sent to via mail in 4-6 weeks. If the IRS response includes the ITIN, please login to GLACIER and enter the number into your record. If you receive a request for further documentation or denial/rejection notice, return to BIO with all the mail correspondence and original immigration paperwork.

If you have not received the ITIN or any correspondence from the IRS six weeks after applying, call at 1-800-829-1040 to request the status of your application.

Further information regarding the ITIN number can be found at the [IRS](http://www.irs.gov/Individuals/Individual-Taxpayer-Identification-Number-%28ITIN%29) or Berkeley International Office ITIN Website: <http://internationaloffice.berkeley.edu/itin_faqs>