

Princeton University

NONRESIDENT ALIENS

2007 Student Sign-In Checklist for: Payroll, Social Security, IRS

1 - Payroll Office – GLACIER Tax Compliance Requirements

Complete and turn in Glacier form(s)

- Tax Summary Report
- W-4 form
- 8233 if applicable, i.e. from a treaty country and already have SSN or ITIN (W-9 is used instead of 8233 when International Student is a resident for tax purposes and from a treaty country)
- W-8BEN if applicable, i.e. from a treaty country that covers Fellowship/Scholarship payments and already have SSN
- Bring with you original and photocopies of:
 - F1/J1 Visa Stamp/Sticker
 - I-94 form (little white card stapled to passport-front & back)
 - I-20 (pages 1 & 3)/DS-2019 (page 1)

Treaty Eligible Nonresident Aliens – Pick Up Blank Forms for IRS ITIN Request

- W-7 Application for IRS Individual Taxpayer Identification Number
- W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding

2 - Social Security Administration – SSN Application (or denial letter) Requirements

To apply if working:

- Application for SSN (SS-5)
- Student Employment letter or other proof of employment
- Bring with you original and photocopies of:
 - F1/J1 Visa Stamp/Sticker
 - I-94 form (little white card stapled to passport)
 - I-20 (pages 1 & 3)/DS-2019 (page 1)

To apply if not working, but from a treaty country that covers Scholarship/Fellowship payments:

- Request a denial letter from SSA in order to apply for ITIN at IRS
- Bring with you original and photocopies of:
 - F1/J1 Visa Stamp/Sticker
 - I-94 form (little white card stapled to passport)
 - I-20 (pages 1 & 3)/DS-2019 (page 1)

To apply if not working, but need to apply for a driver's License:

- Request a denial letter for the Department of Motor Vehicles
- Bring with you original and photocopies of:
 - F1/J1 Visa Stamp/Sticker
 - I-94 form (little white card stapled to passport)
 - I-20 (pages 1 & 3)/DS-2019 (page 1)

3 - Internal Revenue Service – ITIN Application Requirements (if SSN was denied)

To apply for ITIN if from treaty country:

- W-7 Application for IRS Individual Taxpayer Identification Number (Completed)
- W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding (Completed)
- Denial Letter from SSA
- Fellowship Letter (Grads)/Financial Aid Award Letter (Undergrads)
- Bring with you original and photocopies of:
 - F1/J1 Visa Stamp/Sticker
 - I-94 form (little white card stapled to passport-front & back)
 - I-20 (pages 1 & 3)/DS-2019 (page 1)