



Internal Revenue Service
ITIN Operations
P.O. Box 149342
Austin, TX 78714-9342

Dear IRS Officer:

This letter certifies:

1. The attached completed Form W-7, Application for IRS Individual Taxpayer Identification Number and supporting documentation is for _____ (*Insert Full Name of Applicant*) with SEVIS number _____ (*Insert SEVIS Number*);
2. The name and SEVIS number have been verified by the undersigned;
3. The applicant is not eligible for an SSN;
4. The applicant’s supporting original documents or copies certified by the issuing agency to establish identity and foreign status have been personally reviewed by the undersigned.

The undersigned is a school official for the above-named college/university/institution that is an approved member of The Student and Exchange Visitor Program (SEVP).

(Printed name of PDSO/DSO/RO/ARO)

_____ Date: _____

(Signature of PDSO/DSO/RO/ARO)

Attachments:

[Form W-7](#), Application for IRS Individual Taxpayer Identification Number
Form DS-2019, Certificate of Eligibility for Exchange Visitor Status (J-1 status) or Form I-20,
Certificate of Eligibility for Nonimmigrant Student Status (F-1 status)
Copies of each identification document certified, (i.e. passport/visa & I-94.)