



ITIN Drop Off Event – Procedures and Required Documents

Before the ITIN drop off event:

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 can 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." After completing the record, print and manually sign all GLACIER forms in blue ink.

[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.

Required documents for the ITIN drop off event:

Print and sign all required GLACIER forms, including the populated W-7 ITIN application form. Bring the documents listed below to the ITIN Drop Off event. Make sure the W-7 (and W-8BEN, if applicable) are printed single sided.

Please bring ALL the documents below. Incomplete applications will not be accepted.

- Original passport
- Original I-20
- Printed copy of I-20 (all 3 pages, page 1 signed)
- Printed copy of passport biographical page
- Printed copy of F-1 visa stamp in passport (not applicable to Canadian students)
- Printed copy of electronic I-94 from i94.cbp.dhs.gov
- Official letter or notification from the University or Department awarding scholarship, fellowship, or grant. The letter should be under UCB or Department business letterhead with the issuance date, student's full name, the award detail, the author's signature, full name, and title
- W-7 ITIN application form, must be completed in full and hand-signed and dated with blue ink
- W-8 BEN form (if applicable), must be completed in full and hand-signed and dated with blue ink
- For applicants with a Canadian passport, original and copy of Canadian driver's license, NEXUS card or other proof of identity with photo

After the ITIN drop off event:

BIO will issue an ITIN Certification Letter to verify the original passport and immigration documents confirming your identity and international student status in the US. BIO will submit the ITIN application, on your behalf, to the Internal Revenue Service (IRS). The Central Payroll Office will release the payment. The payment will be released with 14% tax withholding. If you are eligible for a tax treaty exemption, the tax withholding will be refunded (within the calendar year) when you update your GLACIER record with the ITIN and notify glacieradmin@berkeley.edu

After you receive your ITIN:

It can take up to 12 weeks (sometimes even longer) for the IRS to process your application and send you your ITIN by mail. **Please make sure the address you listed on your W-7 will be valid for this period.** Once you receive the ITIN, log into GLACIER and enter the number into your record.

Problems?

If you receive a request for further documentation or denial/rejection notice, return to BIO with all the mail correspondence from the IRS in addition to the application documents listed on page 1, a new W-7 created through Glacier (and, if applicable, a new W-8BEN created through Glacier).

If you have not received the ITIN or any correspondence from the IRS eight weeks after applying, call the IRS at 1-800-829- 1040 or 1-800-908-9982 to request the status of your ITIN application.

If you do not receive your ITIN by the time you have to file your federal income tax return, please notify the Berkeley International Office.

More information

Further information regarding the ITIN can be found at

<https://internationaloffice.berkeley.edu/living/itin>

<https://www.irs.gov/individuals/individual-taxpayer-identification-number>

For questions regarding the disbursement of your funds, please email glacieradmin@berkeley.edu.