



# How To Fill Out the W7 Form

1. Download Form W7 from the IRS.gov website at <https://www.irs.gov/forms-pubs/aboutform-w-7>

2. Prepare W7 Application Documents

The IRS is very particular on how you file this form. Type on form or use black ink. Do not leave any blanks; write 'N/A' if something does not apply to you.

TOP section: Indicate the reason you are submitting Form W

- o Student from a tax treaty country (must match passport):  
Check both boxes 'f' and 'h' only. Do not check any other boxes.  
f - Nonresident alien student filing a U.S. tax return or claiming an exception  
h - all applicants check this box (and write the following)  
Write: Exception 2(b) Scholarship Income  
You will also need to provide a W-8BEN Form (see separate instructions)
- o Student not from a tax treaty country  
Check both boxes 'f' and 'h' only. Do not check any other boxes.  
f –

