



ITIN APPLICATION PROCESS - GRADUATE STUDENTS

If you are receiving an award (scholarship/fellowship payment) and are not eligible for a Social Security Number, you are required to have a U.S. taxpayer ID number. Recipients need to apply for an Individual Taxpayer Identification Number (ITIN) with Sandy Sabeti in Tax Services.

In order to apply for an ITIN, you'll need to:

- Complete GLACIER prior to applying for an ITIN.
- Go to the Dashew Center to obtain a letter verifying your student status and to request issuance of a SSA-L676-SSN Denial Letter. (You should bring documentation showing scholarship/fellowship payments such as a copy of your signed Offer of Graduate Student Support.)
- Take the letter to the Social Security Administration office to obtain the Denial Letter. The office closest to UCLA is located at the corner of Olympic and Colby Avenue inside the City National Bank Building:

11500 W. Olympic Blvd., Suite 300
Los Angeles, CA 90064
Monday-Friday 9:00 AM-4:00 PM

- Once you have obtained the Denial Letter, contact Sandy Sabeti at (310) 794-0538 or e-mail her at ssabeti@finance.ucla.edu to schedule an appointment. Sandy will verify that GLACIER has been completed before setting up an appointment. Her office is located at the UCLA Wilshire Center:

10920 Wilshire Blvd, 5th Floor
Los Angeles, CA 90095-1433

You must bring the following items to the appointment:

- Social Security Administration Denial Letter
- Signed Offer of Graduate Student Support or equivalent document showing scholarship/fellowships payments
- I-20
- Passport containing applicable I-94 & Visa