

## **Tax Identification Number Information**

### **Information for Nonresidents on Social Security Numbers (SSN) and Individual Taxpayer Identification Number (ITIN)**

All nonresident aliens who are eligible for a Social Security Number (SSN) must apply with the Social Security Office using the application and authorization for release forms available in the International Office or the Human Resources Office included on the [Nonresident Alien Information and Forms web page](#). You will also need an employment letter from your department which includes information on your job, your start date, and a letter from your Foreign Student Advisor. If you are eligible for SSN, you should apply for one at the Social Security Administration office after waiting 10 days from your date of entrance to the US. If you wait the 10 days before applying, your SSN should be issued within two weeks of applying. In Lynchburg, the Social Security Office is located at **7618 Timberlake Road, Lynchburg, VA 24502** (located on Timberlake Road in front of the "Vistas at Dreaming Creek" Apartments).

Nonresidents who will receive scholarship but will not be employed in any other way (such as a graduate assistantship or temporary employment) will not be eligible for a SSN and must complete Form W-7, Application for Individual Taxpayer Identification Number (ITIN). This form is available at the International Office and the Human Resources Office included on the [Nonresident Alien Information and Forms web page](#) and must be turned in to the Human Resources Office. ITINs are issued by the Internal Revenue Service (IRS) and must be presented to the Human Resources Office after you receive it. If you become eligible for a Social Security Number later because of employment at the University, such as a graduate assistantship or temporary employment, you must apply for a SSN and provide this to the Human Resources Office as this will completely replace your ITIN.

Anyone receiving payments through the Human Resources Office must provide a copy of their Social Security card or, if not eligible for an SSN, their Form W7 to the HR Office as soon as possible. All international employees including summer temporary employees must have a Social Security Receipt or Card before they can begin working.

Please contact the Human Resources Office if you have any questions. HRO can be located at 1971 University Blvd., Campus North, Room 750 next to LUPD. The HRO can also be reached at [hr@liberty.edu](mailto:hr@liberty.edu).