

## Information about the Required Social Security Number, Tax Identification Number or Application Date Information

**Q:** Why does Middlesex County College require that I write in my Social Security Number, TIN (individual Tax Identification Number) or my TIN Application Date in order to sign up for dual-enrollment credits?

**A:** The federal government requires all institutions of higher learning that receive public funding (such as Middlesex County College) to report a Social Security Number, Tax Identification Number or TIN application date and residency documentation for every enrolled student. Students who do not provide the required information will have their course application(s) returned and will not be registered.

### What should I do if..

#### ***I don't have a Social Security Number?***

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Students without a social security number must write in their Tax Identification Number in the **Tax Identification Number** Box on their printed application form after signing up for courses.

#### ***I don't have a Tax Identification Number?***

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If you or your parents have already applied for a TIN but haven't received it yet, do the following after you've signed up online and printed your dual-enrollment form:

1. Write the date that you/your parents submitted the forms to the IRS in the **Application Date** box on your printed application form after you've signed up for your dual-enrollment courses.

#### ***My parents/I haven't applied for a TIN number. Can I still apply for a TIN and sign up for dual-enrollment credits with MCC?***

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Yes. Submit your request for a TIN by filling out a W-7 available here: <https://www.irs.gov/pub/irs-pdf/fw7.pdf>. Instructions for completing the W-7 are available here: <https://www.irs.gov/pub/irs-pdf/iw7.pdf>. It will take several months to receive your TIN, but you can still participate in dual-enrollment before you have received it by writing in your application date.

Important: Legal residency status is not affected by this process. Undocumented students can apply for a TIN. Students under the age of 18 can apply for a TIN using a recent school report card which contains all of the information required by the IRS as listed on the W7. Most colleges will require a TIN or a SSN therefore completing the application process now will ensure that students who wish to attend college will not be delayed after HS graduation.

Complete the following steps:

1. Write the date that you/your parents submitted the forms to the IRS in the **Application Date** box on your printed application form after you've signed up for your dual-enrollment courses.

#### ***My parents/I am not applying for a TIN at this time. Can I still sign up for dual-enrollment credits with MCC?***

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Yes. However, complete the MCC **Tax Identification Number (TIN) Exception Documentation Form** located on the reverse of this document. Attach one form to each printed registration form. MCC will contact you directly concerning further documentation. Please respond to requests for information by MCC by contacting MCC directly.

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**EAST BRUNSWICK PUBLIC SCHOOLS DOES NOT COLLECT INFORMATION ON THE TAX IDENTIFICATION STATUS OF STUDENTS, THIS IS SOLELY A REQUIREMENT BY MIDDLESEX COUNTY COLLEGE.**



Registrar

## Tax Identification Number (TIN) Exception Documentation

The IRS tax form 1098-T is not required to be provided to Nonresident alien student.

I declare that I am currently a Nonresident alien student and as such am not required to provide a Tax Identification Number (TIN).

**Student ID#** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_  
Please Print

**Student Signature:** \_\_\_\_\_