**Exhibit B – Cover Letter Template**

Internal Revenue Service  
ITIN Operations  
P.O. Box 149342  
Austin, TX  78714-9342

Dear Sir or Madam:

Enclosed is my completed Form W-7, Application for IRS Individual Taxpayer Identification Number and supporting documentation. I am an international student at Nova Southeastern University in Davie, Florida. I am applying for an ITIN because I received taxable scholarships. Accordingly, I meet the eligibility requirements of Exception 2(b) of the Form W-7 Instructions to file Form W-7 without attaching a tax return.

Enclosed please find:

1. Form W-7
2. Form W-8BEN
3. Certified Copy of Passport from **[Foreign Country]** and **[Type]** Visa
4. Copy of Scholarship Award Letter
5. Letter from Nova Southeastern University stating that I will not be employed

Please contact me if you have any questions.

Thank you,

**[Signature]**

**[Name]**

**[Local Address]**

**[Local Phone Number]**