STEP ONE: Gather the following documents and information as references you may need.
(Note: You may not have or need some of these; this is a list of all the documents you might need.)

- Passport, Visa, I-94 record
- Your Exit and Entry Dates for all past U.S. visits
- Your I-20, DS-2019, or other immigration documents
- **Social Security number** (if you do not have a Social Security number, you will need an Individual Tax Identification Number, which can be obtained through Sprintax).
  
  NOTE: Students and scholars filing the Form 8843 only are not required to have an ITIN or SSN.
- Current U.S. Address AND Permanent Foreign Address
- Name of Educational Institution or Sponsoring Organization
- Form(s) **W-2, 1042-S**, 1099
  
  o  (note: Students may be required to print the W-2 form from their myUK account. If you cannot locate these forms please call the UK Payroll office at (859) 257-3946
- Scholarship or Fellowship grant letters (if not related Form 1042-S)
- Copy of past year's tax forms (if you had any)

* If you have a tax treaty, scholarship, fellowship, or graduate assistantship, you may receive a statement called a 1042-S form from the University of Kentucky. This must be attached to your federal tax forms. The 1042-S will be mailed out by UK payroll by March 15th. Therefore, please wait until you receive this form before trying to file your tax return.

STEP TWO: Visit our international services online system (called iCAT) and login with your UK link blue credentials (username and password) then follow these steps below.

1. Visit [https://icat.uky.edu](https://icat.uky.edu) and click LOGIN button in the “F-1/J-1 Students, H-1B/J-1 Scholars” section.
2. Enter your University of Kentucky link blue credentials (username and password).

3. Click the Sprintax Access tab on the left side of the iCAT portal. Then click the access button to launch the Sprintax website. NOTE: Students and scholars filing the Form 8843 only are not required to have an ITIN or SSN.

Sprintax is a tax return preparation software program designed primarily for nonresident alien students, scholars, trainees, researchers, and other educational visa holders to aid in preparing their U.S. federal income tax return - Form 1040NR or 1040NR-EZ.

Documentation necessary to use Sprintax include:

- Passport or other valid photo ID
- US Entry and Exit Dates for current and all past visits to the US
- All tax forms, including Forms W-2, 1042-S and/or 1099 - if you received them
- Any scholarship or fellowship grant letters you may have received from your academic institution or host sponsor instead of Form 1042
- Visa/Immigration Status information, including Form DS-2019 (for J visa holders) or Form I-20 (for F visa holders)
- Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) If you do not have an ITIN, Sprintax can help you apply for one.
- If you are using Sprintax for State Tax Return(s) preparation only, you will need a a Federal Tax return you already prepared.

Click here to use Sprintax
4. Create an individual account with Sprintax (Note: If this is your first time using the system). If you are returning and you have forgotten your password click “Forgot Password”

![Sprintax account creation screen](image)

5. Answer the questions in Sprintax. Sprintax will ask you a series of questions and will use your answers to fill in all necessary U.S. federal government tax forms for you. The system will also inform you of any tax treaty benefits that may apply to you. Once submitted, the system will determine your tax return filing requirements.

NOTE: There is a separate fee for state tax returns. UK is providing assistance in filing the federal forms only (1040-NR, 1040-NREZ and Form 8843). Once you finish the federal forms, Sprintax will give you the option to “add” a state return to your shopping cart. To locate other resources to help with state tax returns please visit our [website](#).

6. Print the forms Sprintax generates. Review, sign and mail them by the tax deadline.

Note: Form 1040-NR nonresident tax returns cannot be submitted electronically; Sprintax will tell you the mailing address to use.