

## INTERNATIONAL STUDENT TAX PREPARATION PROCESS

1. Register in the GetMyRefund system at: [getyourrefund.org/Franklin](https://getyourrefund.org/Franklin)
2. Follow the instructions in the system; upload a photo of your federal i.d. (individual tax i.d. card or social security card) and drivers license, if applicable. If you have no drivers license, upload a photo of your school i.d. or any other identification with your name and picture on it. Upload a copy of the completed Form 13614-NR Nonresident Alien Intake and Interview Sheet. Then upload any pertinent tax documents for items such as wages, interest and dividends. Note that this is a secure site.
3. Upload a photo of the main page of your passport.
4. Once you have followed the steps in GetYourRefund, the information will come to us and an intake specialist will contact you to review the information. It will then be assigned to a preparer who may also contact you with additional questions. After that, a reviewer certified in foreign student tax returns will review the return and call you to go over the results.
5. After you submit your questionnaire, you will receive a confirmation number—you should save that for easier access later.
6. If you have any questions, please use **Message My Tax Specialist** in GetYourRefund to send a message.