



Social Insurance Number

Application and Renewal Information

After receiving a Work Permit or an on-campus job offer, international students and members of their families who wish to work must obtain a Social Insurance Number (SIN). This is a government-issued number that is legally required for all work in Canada. However, if you receive a scholarship bursary, fellowship or research grant as your only source of income, a SIN will not be needed. A SIN is issued for employment purposes only. A SIN has an expiry date which coincides with the expiry date of your work or study permit. The SIN application form is available online at: www.servicecanada.gc.ca/en/sin/apply/how.shtml

Documents required to apply for or renew a SIN

All applicants must present proof of identity (passport) and either one of the following document combinations:

- ❖ Work permit
- ❖ Study permit and an employment contract or letter from your campus employer. This second option will be used primarily by students working on-campus who will not have a work permit. All documents must be originals.

Employment Contract

The employment contract or letter from a campus employer must:

- ❖ State the job offered and the fact that the student has accepted this offer.
- ❖ Clearly identify the company (i.e. be printed on company letterhead), including the employers name and telephone number.
- ❖ Indicate the start and end dates of employment, which has to be within the validity dates indicated on the study permit.
- ❖ Be signed by both the employer and the student.

Fees

There is no fee to:

- ❖ Apply for a SIN card or renew a temporary SIN card.
- ❖ Amend the name(s) on your card when the changes are due to a legal name change, for example, marriage, divorce or adoption.
- ❖ Amend information on your record.

Acceptable methods of payment include debit, personal cheques, bank drafts or money orders payable in Canadian funds written to the **Receiver General for Canada**. Cash should never be sent by mail. Cash is accepted at Service Canada Centers when you apply in person.

Applying in Person

It is highly recommended that you apply in person at any Service Canada Center, such as the Red Deer Service Canada Center at 4911 51st Street, (located on the second floor). You will need to show your original documents. You will be assigned a Social Insurance Number, and most likely will receive a written confirmation of your new SIN and/or the expiry date at the time of application. You will receive the **SIN card** within five working days.

Applying by Mail

If it is not possible for you to apply in person, you may mail in the completed form, original documents and the fee payment, if required, to:

Service Canada

Social Insurance Registration Office

P.O. Box 7000

Bathurst, New Brunswick, E2A 4T1

If you send your application by registered mail, Service Canada will send your document(s) and SIN card in the same manner. Service Canada is NOT responsible for document(s) lost in the mail. If your application meets the requirements, you will receive your card in the mail within three weeks.