

# Applying for a Social Insurance Number (SIN)

## What is a Social Insurance Number?

A SIN is a number unique to you that the Canadian government requires you to have for taxation purposes if you are a worker. Without a SIN, you cannot get paid. You are required to give your employer your SIN at the time that you start working.

**NOTE:** A valid SIN alone does **not** automatically make you eligible to work on or off campus. You must still meet the eligibility requirements as per our [Working On or Off Campus](#) handout (including a work permit if applicable) in order to legally work, even if you already have a valid SIN.

## When is a SIN required?

A SIN is only required if you earn income in Canada for work on or off campus. You cannot get a SIN if you do not have at least one of the following: **(1)** a work permit; **(2)** a study permit with a notation confirming you may accept employment; or **(3)** a study permit and a work authorization confirmation letter from Immigration, Refugees and Citizenship Canada issued before February 6, 2015.

If you are not eligible for a SIN but you decide to do a yearly tax return, you can apply for a temporary filing number for this purpose.

## How can I apply for a SIN?

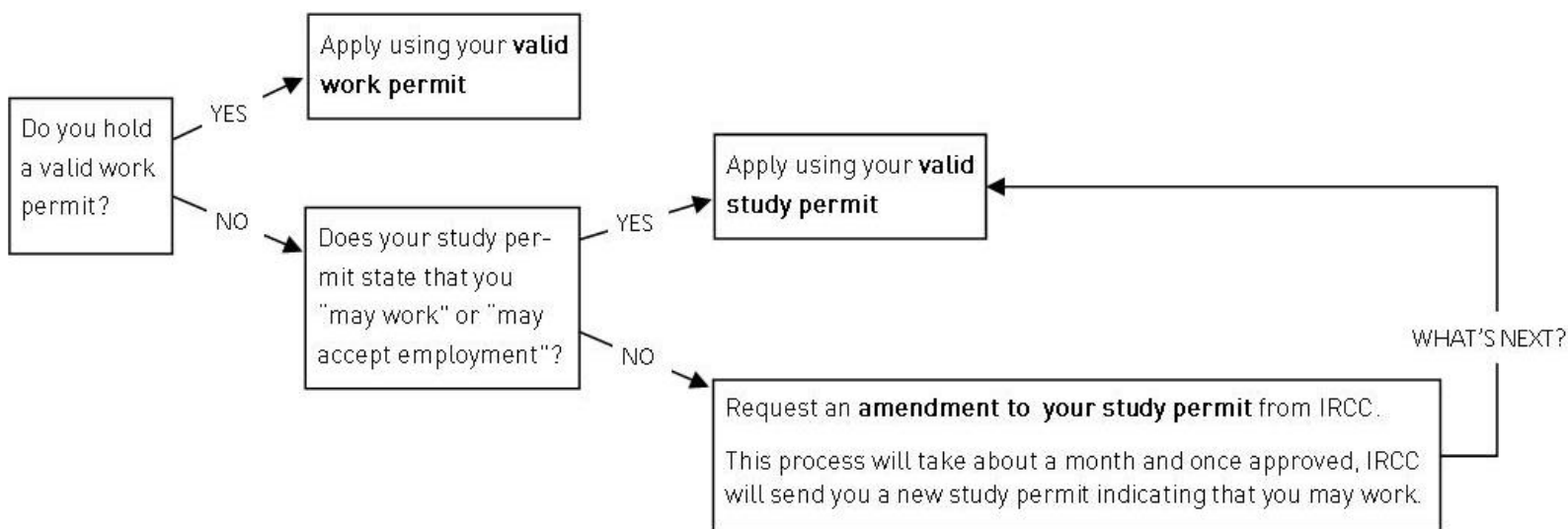
You must **apply in person** at the Service Canada office nearest to where you live. A full list of local Service Canada offices can be found at <http://www.servicecanada.gc.ca/cgi-bin/hr-search.cgi?cmd=lst&pv=bc&ln=eng>. The following three locations are easily accessible from SFU's campuses:

**Burnaby:** Suite 100 - 3480 Gilmore Way, Burnaby, British Columbia

**Surrey North:** 13889 104th Avenue, Surrey, British Columbia

**Downtown Vancouver:** 757 Hastings Street West, Vancouver, British Columbia (Sinclair Centre, Suite 125)

Use the chart below to determine which documents you will need to apply in person. Original documents (NOT photocopies) are required.



**See next page for more information**

### How can I request an amendment to my study permit so that I can obtain a SIN?

Visit <http://www.cic.gc.ca/english/information/applications/amend.asp> for details on how to request an amendment to your study permit. *There is no fee for this request.*

The following documents must be included with your request:

- **Application form (IMM 1436)**, completed and signed
- **Original study permit**
  - Keep a photocopy of your study permit for your records
- **Photocopy of one piece of valid government-issued photo ID** (e.g. passport, BC ID card, etc.)
- **Confirmation of enrollment letter from SFU** stating that you are enrolled full time (*download this from your SIS account*)
  - If you are **not** enrolled full time, request a "multi-term" COE from Registrar and Information Services by completing the COE request form at <http://www.sfu.ca/students/records/confirmation-of-enrollment.html> (*please indicate "multi-term COE request for SIN application" (for undergraduate students only)*)

Mail the above documents to the address indicated on the application form **using a trackable method** (e.g. XpressPost). Keep photocopies of your completed application form and supporting documents for your records.

Once IRCC has approved your request, they will send your amended study permit to you by mail. You can then use this amended study permit to apply for a SIN.

### Is there an application fee for a SIN?

There is no fee for a SIN application.

### How long will it take to receive my SIN? Will I receive a SIN card?

You should receive the number on the day that you apply. As of March 31, 2014, Service Canada no longer issues SIN cards – instead, you will receive a letter confirming your SIN.

### Will my SIN have an expiry date?

Your SIN will expire at the same time as your immigration document (study permit, work permit, etc). When you renew your study or work permit, remember to renew your SIN if eligible. You will only be able to renew your SIN if you still meet the requirements listed on the previous page.

### If I have a SIN card issued before 2004 that has no expiry date, can I continue to use it for my current job?

No. SIN cards starting with "9" that have no expiry date printed on them automatically expired on April 3, 2004. Therefore, if you currently have a work permit or an on-campus employment contract, you need to renew your SIN. Your SIN will be valid until the expiry date of your current immigration document.

### Where can I find more information about Social Insurance Numbers?

For comprehensive information on Social Insurance Numbers, including tips on protecting yourself from identity theft, please visit the Service Canada website at <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>.