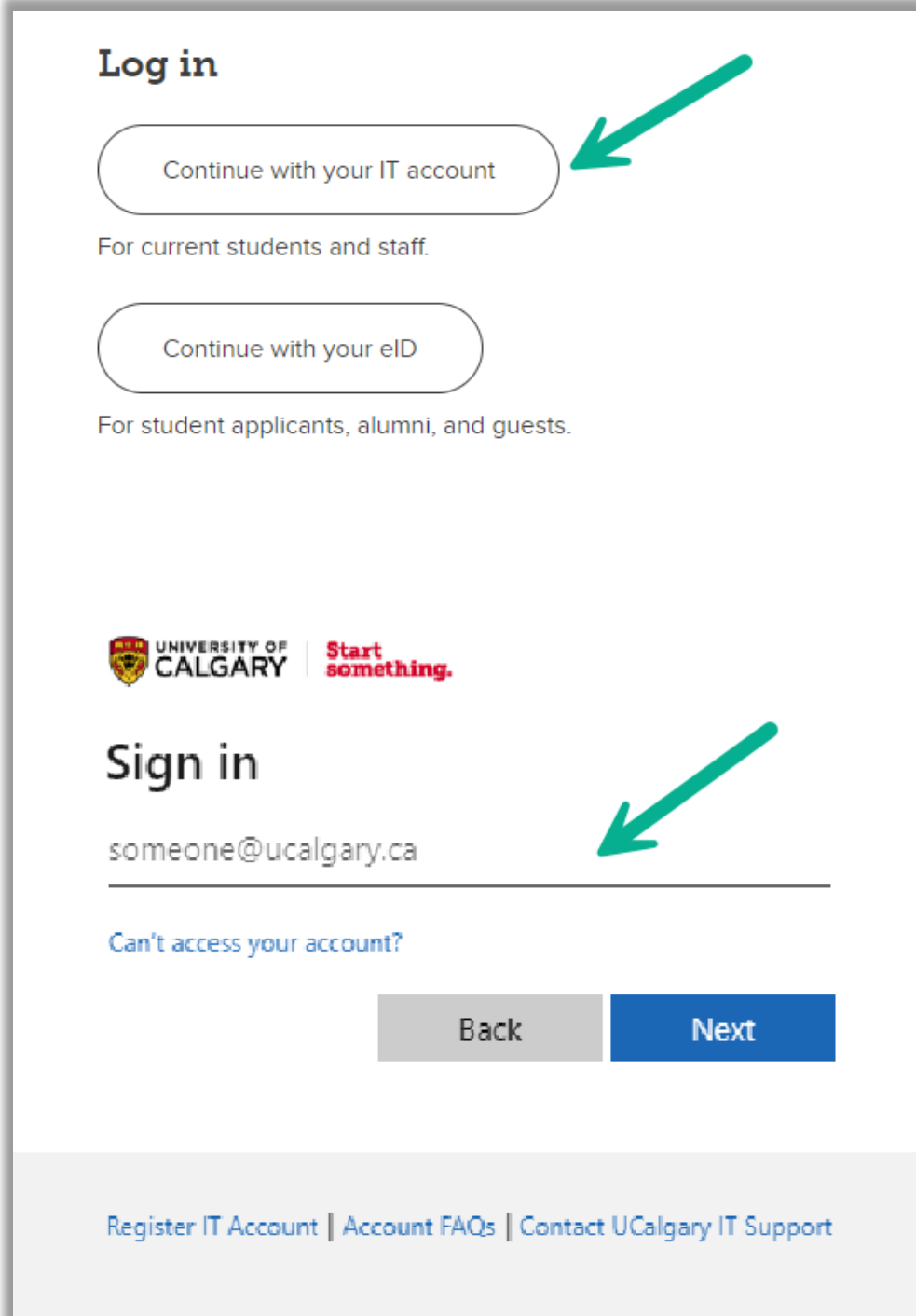


UofC will only use the student's SIN number for one of two reasons:

- 1) SIN numbers are required when reporting tax information, UofC includes them in tax forms (T2202, T4A).
- 2) If you are currently employed by the university, HR requires SIN numbers for payroll purposes.

1. Log into your UofC Student Portal ([my.ucalgary.ca](https://my.ucalgary.ca))




**Log in**

Continue with your IT account

For current students and staff.

Continue with your eID

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | Start something.

**Sign in**

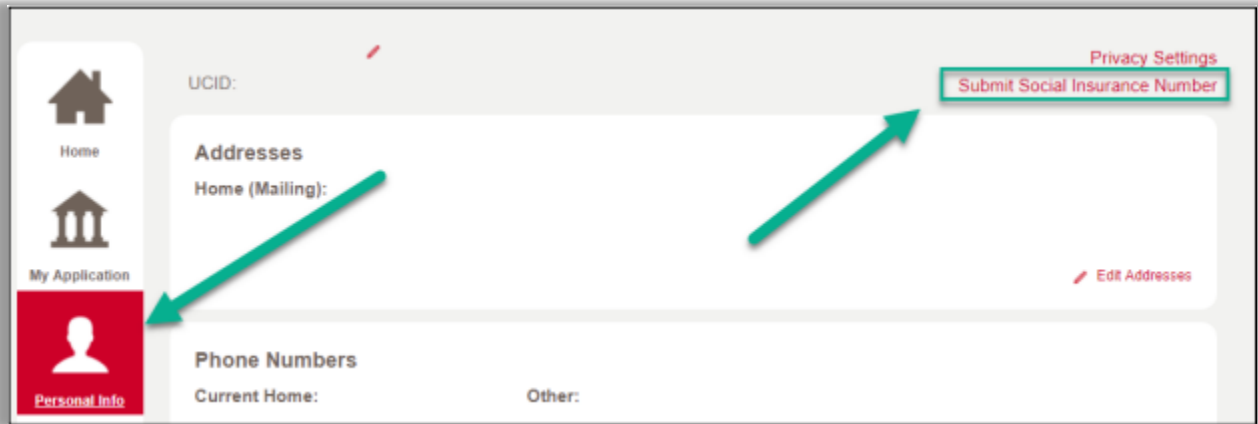
someone@ucalgary.ca

[Can't access your account?](#)

Back Next

[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

2. Go to the **Personal Info** page and click on the **Submit Social Insurance Number** link.



3. A window with several options will appear. Options not applicable to you will be greyed out. Read the options carefully and click **Next** on the option that applies for you.

Options are provided below based on your status (those greyed out are not applicable to you). Please carefully review and select the appropriate option.

I need to provide my Social Insurance Number  **Next >**

I need to update the expiry date for my temporary Social Insurance Number  **Next >**

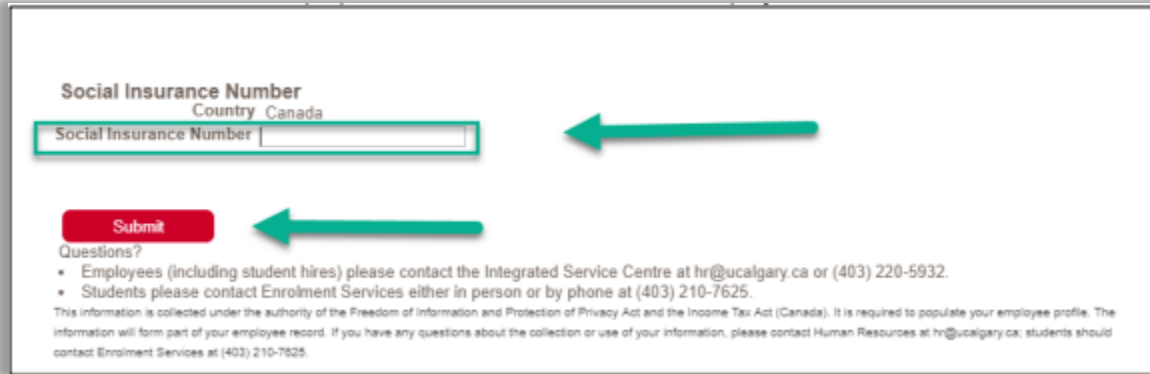
I have obtained Permanent Resident status and need to provide my new permanent Social Insurance Number  **Next >**

Questions?

- Employees (including student hires) please contact the Integrated Service Centre at [hr@ucalgary.ca](mailto:hr@ucalgary.ca) or (403) 220-5932.
- Students please contact Enrolment Services either in person or by phone at (403) 210-7625.

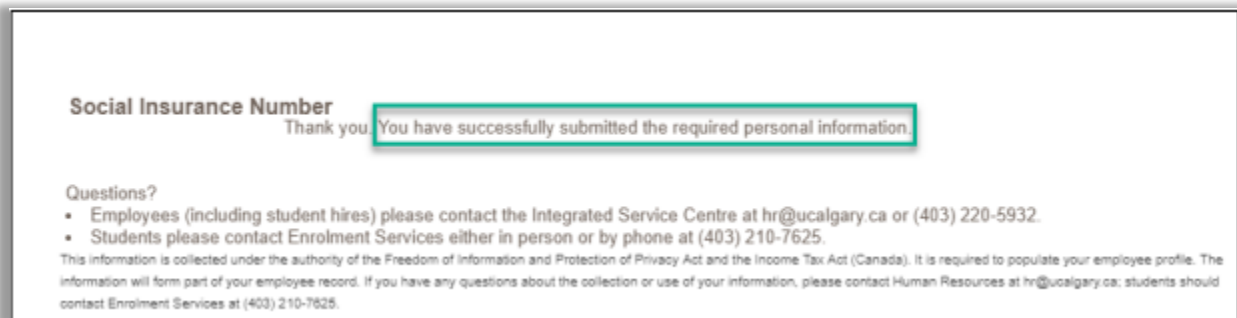
4. Carefully enter your **Social Insurance Number**, hit the 'tab' key to validate, and select **Submit**.

**NOTE:** SIN numbers starting with a 9 (INTL students) are referred to as temporary SINs. Therefore, you will be prompted to enter an expiry date after entering the SIN number. *Before clicking Submit*, hit the 'tab' key – additional fields will populate the screen. Enter the expiry date and click **Submit**.



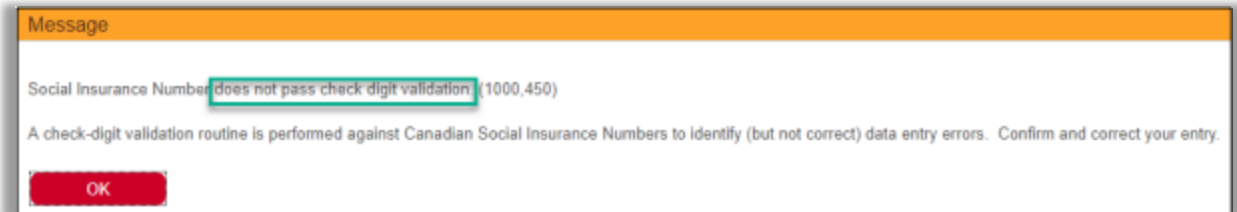
#### 5. VALID SIN NUMBERS

Message indicates transaction was successful.



#### INVALID SIN NUMBERS

Message will indicate the number entered did not pass validation. Will need to re-enter SIN number.



**End of Procedure. For further questions, please contact [Enrolment Services](#).**