

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

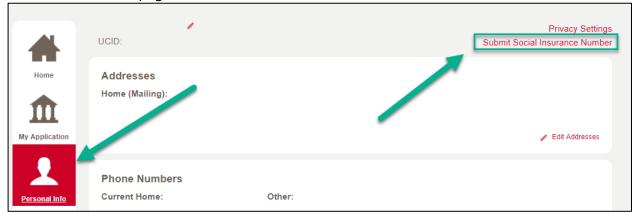
1) SIN numbers are required when reporting tax information, UofC includes them in tax forms (T2202, T4A).

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)



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



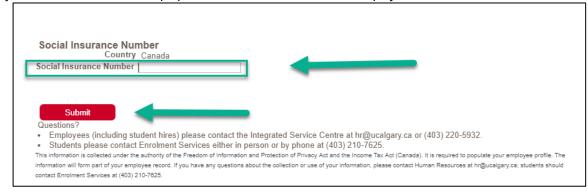
3. A window with several options will appear. Options not applicable to you will be greyed out. Read the options carefully and click **Next** on the option that applies for you.

Options are provided below based on your status (those greyed out are no you). Please carefully review and select the appropriate option.	ot applicable to
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 Servin/m@ucalgary.ca or (403) 220-5932. Students please contact Enrolment Services either in person or by phore 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**.



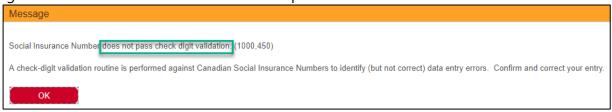
5. VALID SIN NUMBERS

Message indicates transaction was successful.

Social Insurance Numb	er
Tha	Ink you. You have successfully submitted the required personal information.
 Students please contact Enr This information is collected under the auth 	nt hires) please contact the Integrated Service Centre at hr@ucalgary.ca or (403) 220-5932. rolment Services either in person or by phone at (403) 210-7625. hority of the Freedom of Information and Protection of Privacy Act and the Income Tax Act (Canada). It is required to populate your employee profile. The record. If you have any questions about the collection or use of your information, please contact Human Resources at hr@ucalgary.ca; students should 625.

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.