

## Applying for a Social Insurance Number (SIN)



### *What is a Social Insurance Number (SIN)?*

A Social Insurance Number (SIN) is a confidential nine-digit number that residents of Canada need in order to work in Canada, receive an income, and access government benefits and services. You are required by law to provide your SIN to your employer within (3) working days after your first day of employment.

### *How do I apply for a SIN?*

Currently, due to COVID-19 you can apply online or by paper. Learn more here:

<https://www.canada.ca/en/employment-social-development/services/sin/apply.html>

You may apply in-person at a Service Canada office; however, **check that it is open before you plan your trip**. Also, if you have recently travelled internationally, you must abide by any current self-isolation requirements. Please ensure you complete any required self-isolation requirements before visiting any offices. You may consider applying online if you are completing self-isolation or wait until you have completed the self-isolation time before you visit a physical office.

### *Service Canada Offices near UCalgary campus*

Location	Address	Nearest C-Train	
One Executive Place	1816 Crowchild Trail NW	Banff Trail Station	CLOSED due to Covid-19
Harry Hayes Building	Suite 150, 220 4th Avenue SE	Centre Street Station	Open but check times online
Royal Vista Service Centre	15 Royal Vista Place NW	Tuscany Station	CLOSED due to Covid-19

Find a Service Canada Office: <http://www.servicecanada.gc.ca/tbsc-fsco/sc-hme.jsp>

### *What Documents do I need to provide?*

Required documents are listed in the Application Guide: <https://www.canada.ca/en/employment-social-development/services/sin/applicants-guide.html>.

- Passport
- Study Permit
- Proof of address
- Enrolment Verification Letter (showing you are enrolled full-time) – download from your My UCalgary Student Centre (<https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/1/how-to-access-your-enrolment-verification-letter.pdf>), choose “Permit Letter”.

### *Keeping your Social Insurance Number (SIN) Secure*

Your SIN is a confidential number. Learn more about how to protect your personal information and who you should or should not share it with: <https://www.canada.ca/en/employment-social-development/programs/sin/protect.html#a2>.