



INFORMATION FOR INTERNATIONAL STUDENTS

APPLYING FOR A SOCIAL INSURANCE NUMBER (SIN)

Do you need a Social Insurance Number?

- You need a Social Insurance Number (SIN) to work in Canada, including on campus at the University of Regina.
- If you are receiving funding of any sort through the University of Regina, including scholarships and teaching assistantships, you will need a Social Insurance Number (SIN) in order to receive your pay.

The following information should assist you in obtaining your Social Insurance Number (SIN):

Complete the Employment Contract:

- Employment Contract available at <http://www.servicecanada.gc.ca/eng/sc/sin/pdf/employmentcontract-2012-eng.pdf>
- Complete the top portion of the Employment Contract, then sign and date it.
- Take the Employment Contract, a copy of your current study permit, and the letter offering you the position, to the academic unit that is offering you the position. (i.e. refer to the name of the department/academic unit at the top of the letterhead.)
- The academic unit will copy the form to their letterhead and complete the rest of the Employment Contract, including signing the form for you.

Note: in the case of **scholarships or awards** provided by the Faculty of Graduate Studies and Research, take the documents to the Manager of Graduate Scholarships and Awards, who will sign your form.

Take documents to Service Canada

Take the following documents to Service Canada for processing:

- completed and signed Employment Contract
- your official and ORIGINAL supporting document (not a photocopy) issued by CIC (Citizenship and Immigration Canada)
 - For Permanent Residents – take your Permanent Resident Card
 - For Temporary Residents – take your Study Permit

Service Canada
1783 Hamilton Street
Regina, SK

When you receive your Social Insurance Number

- Safeguard your number
- Only provide your Social Insurance Number as directed by the academic unit providing the funding. They might request that you give the number to the academic unit, or to Human Resources.

Additional Information

For additional information <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>