

International students, whether working on or off campus, must apply for a Social Insurance Number (SIN) to receive payment for employment in Canada.

Service Canada requires specific details for international students applying for a Social Insurance Number. The attached form ensures students have all the necessary information.

Employers

- Complete the Employer portion of the form
- Add your signature and date to the Signatures section

International Students

- Complete the Student portion of the form
- Add your signature and date to the Signatures section
- Take a copy of your student authorization and a copy of this completed form to Service Canada when applying for your Social Insurance Number

Service Canada
1783 Hamilton Street
Regina, Saskatchewan S4P 2B6
1-800-206-7218

www.servicecanada.gc.ca/

For more information on Social Insurance Number (SIN) applications or hiring international students, contact Human Resources at 585-5236.

NOTE: Foreign students can only work at the school where authorization to study was given by Citizenship and Immigration Canada.

TO BE COMPLETED BY THE STUDENT

Foreign Student Personal Information

Title

Mr

Mrs

Miss

Ms

Mx

Other _____

Gender

Man

Woman

Non-binary

Prefer not to respond

Other _____

Date of Birth

DAY / MONTH / YEAR

Last Name

Given Name

Street Address

City

Province/Territory

Postal Code

Study Permit Document Number

(usually begins with a letter followed by 9 numbers - e.g. F123456789)

Date Signed

DAY / MONTH / YEAR

Valid Until Date

DAY / MONTH / YEAR

TO BE COMPLETED BY THE EMPLOYER

On-Campus Department or On-Campus Business Hiring the Student

Name of On-Campus Department or Business Hiring the Student

Civic Address where the work will be performed

Employer's Name

Employer's Phone Number

Employer's Email Address

Employee's Position Title

Employee's Start Date

DAY / MONTH / YEAR

Employee's End Date

DAY / MONTH / YEAR

SIGNATURES

I have accepted this job offer.

Foreign Student's Signature

Date

DAY / MONTH / YEAR

Employer's Signature

Date

DAY / MONTH / YEAR