University of Regina	Important Information on the Collection of Social Insurance Numbers

Why am I being asked to provide my Social Insurance Number (SIN)?

Effective the 2019 tax year, all post-secondary institutions are required to provide the Canada Revenue Agency with Social Insurance Numbers (SIN) on Form T2202 (Education and Textbook Amounts Certificate). A T2202 is produced for all applicants and students at the U of R registered in credit courses.

Further information on the eligibility of education and textbook amounts can be found on the Canada Revenue Agency's website.

https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-323-your-tuition-education-textbook-amounts.html

How will SIN information be collected?

SIN information will be collected on your application to the University. If you did not provide this information or you are a current student and we have not previously collected this information from you, we will collect this when you register for courses through the UR Self-Service registration system.

If you do not have a SIN on file with the U of R, you will be prompted to provide your SIN number before you can register. If you do not have a SIN or if you have misplaced or forgotten your SIN we have included information in this information sheet that will assist you in the process of applying for a SIN or getting confirmation of your SIN.

Having your SIN ready and available when you register for classes will help for a smooth registration experience. Once we have your SIN on file, you will not be asked to provide this information again.

I am a non-resident of Canada, will I be required to provide a SIN?

Students who are non-residents of Canada will not be required to provide a SIN. Our system will recognize this and you will not be asked to provide this information. The Canada Revenue Agency's definition of a non-resident for tax purposes can be found at:

https://www.canada.ca/en/revenue-agency/services/tax/international-non-residents/individuals-leaving-entering-canada-non-residents/non-residents-canada.html#rsdncstts

I don't have a SIN on file and would like to provide it to the University before registration opens. How can I do that?

If this is your last term with us, if you are planning on taking a break, or you would like to provide your SIN to us prior to the next registration period, you can enter your SIN in our UR Self-Service system.

After you log in, choose *Personal Information*, then choose *Social Insurance Number Change Information*.

If we have your SIN on file, you will receive the message "The University has the Social Insurance Number information it requires". If we do not have your SIN on file, you will be prompted to enter the number.

Alternatively, you can drop by the Registrar's Office on the 2nd floor of the Administration and Humanities Building (AH 210). Please ensure you bring one valid piece of government issued photo id with you and your SIN confirmation letter if possible. Please confirm that we do not have your SIN on file in the UR Self-Service system before dropping by to avoid an unnecessary visit.

What if I need to update my SIN in the U of R system?

If you have noticed we have the incorrect SIN or you need to update your SIN, you will need to provide us with the updated number in person at the Registrar's Office on the 2nd floor of the Administration and Humanities Building (AH 210). Please ensure you bring one valid piece of government issued photo id and your SIN confirmation letter with you so that we can confirm the information we have in our system and update accordingly.

I do not have a SIN. How can I apply for a SIN?

Information on how to apply for a SIN can be found on the Government of Canada's Employment and Social Development website. The website will provide you with details on eligibility and the documentation you will need in order to apply for a SIN.

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

There is no fee to apply for a SIN. The easiest and fastest way to do this is to visit a Service Canada office. The address for Service Canada in Regina is:

Alvin Hamilton Building
1783 Hamilton Street
Regina, Saskatchewan

Office hours are Monday to Friday from 8:30 a.m. to 4:00 p.m.

If you are not in Regina, you can locate a Service Canada office at the Service Canada website.

http://www.servicecanada.gc.ca/tbsc-fsco/sc-hme.jsp

I have misplaced or can't remember my SIN. What should I do?

One of the easiest ways to access your SIN is to consult your most recent Notice of Assessment from the Canada Revenue Agency. If this is not available, you can request a confirmation of SIN from Service Canada. The Government of Canada's Employment and Social Development website will provide you with details on what documentation you will need to request a confirmation.

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

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I am a temporary resident. Do I need a SIN?

There may be certain situations where a student who is a temporary resident will be requested to provide a SIN or an Individual Tax Number (ITN) to the University. In these situations, you will be contacted by the University to provide this information. There is no action required on the part of a temporary resident at this time. The Canada Revenue Agency's definition of a non-resident for tax purposes can be found at:

https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents.html

If you have any questions about the collection of SIN information, please contact registrar@uregina.ca.