

# Applying for a Social Insurance Number

## Social Insurance Number Information

The Social Insurance Number (SIN) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits.

- There is **no fee** to apply for a Social Insurance Number (SIN).
- On March 31, 2014, Service Canada began issuing SINs in a paper format (confirmation of SIN letter). Production of the plastic SIN cards has stopped.
- Service Canada requires individuals to apply in-person. By doing so, if your application and documents are in order, you can obtain your SIN at the time of your visit.
- **Original** proof of identity documents are required to apply for a SIN; *photocopies are not accepted*.

To apply for your SIN, please visit a [Service Canada Centre](#) with your **original** proof of identity documents. See reverse side for acceptable proof of identity documents.....



**Service Canada Centre**  
Market Square, Suite 200  
25 Frederick Street  
Kitchener, Ontario

Open Monday to Friday  
(except holidays)

8:30 am to 4:00 pm

# International Students and the Social Insurance Number

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## What information and/or documents do I need to apply?

International students can work on or off campus **if** Citizenship and Immigration Canada (CIC) has granted the student authorization to work in Canada.

To apply for a Social Insurance Number (SIN), international students must provide **one** of the following primary documents:

1) **Work permit** issued by Citizenship and Immigration Canada (CIC).

OR

2) **Study permit** issued by Citizenship and Immigration Canada (CIC).

- the study permit must indicate the permit holder **"May accept employment on the campus of the institution at which registered in full-time studies"** or **"May accept employment on or off campus"**

OR

- the study permit **and** a "confirmation to work off campus" letter issued by CIC **prior to February 6, 2015.**

If your study permit does not have one of the above conditions or remarks, you must submit a request to Citizenship and Immigration Canada (CIC) for an amendment to your study permit before you can apply for a SIN. There is no fee for this request.

For changes to your Study Permit, please contact Citizenship and Immigration Canada (CIC) 1-888-242-2100 <http://www.cic.gc.ca/english/study/work.asp>

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Social Insurance Numbers (SINs) that begin with a "9" are issued to temporary workers who are neither Canadian citizens nor permanent residents. These SINs are temporary and valid only until the expiry date indicated on the immigration document authorizing them to work in Canada.

If your SIN begins with a "9", it is important that you [update your SIN](#) record to ensure that the expiry date always corresponds with the expiry date on your document from Citizenship and Immigration Canada (CIC) authorizing you to work in Canada. **Once** your SIN record has been updated, you will receive a confirmation of SIN letter with the new expiry date. Your previous confirmation of SIN or SIN card is no longer valid and should be destroyed in a secure manner.

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### Need more information about applying for a Social Insurance Number?

Please Call 1-800-206-7218 or click [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) or visit a Service Canada Centre near you.