

## Social Insurance Number Clinic ~ Service Canada

Service Canada will be on campus to process Social Insurance Number (SIN) applications for students holding Canadian study permits. [Active University faculty and staff can also use this service.](#)<sup>1</sup> A [SIN](#)<sup>2</sup> from Service Canada is required to work in Canada or to get benefits and services from government programs.

**When:** 2018 – [Fri., Jan. 5 \(10am to 4:30pm\)](#)<sup>3</sup> + [Fri., Jan. 12 \(10am to 1pm\)](#)<sup>4</sup> + [Wed., Jan. 17 \(10am-4:30pm\)](#)<sup>5</sup>

**Where:** 33 St. George Street, Centre for International Experience, St. George Campus, University of Toronto.

For students interested in partaking this service, please sign up for an appointment via the [Calendar of Student Life Events](#)<sup>6</sup> or by clicking on the dates mentioned above **and prepare for the appointment as per the information outlined below.**

To apply for a SIN to work on and off campus, **your study permit must state one of the following conditions:**

- May work on campus if ....
- May work off campus if ....
- May work on or off campus if ....
- May accept employment / may work in Canada if ....

If your study permit does not have these conditions, but you meet the criteria, or your study permit states that you are “prohibited from working in Canada”, please [review your options to change your study permit](#)<sup>7</sup> before applying for a SIN.

### What to bring for SIN Clinic

To apply for a Social Insurance Number (SIN), to request a confirmation of your SIN or to amend your SIN record, you must provide the following original, valid documents as follow:

- Primary Document **AND**
- Passport / Government Photo ID

### [Primary documents](#)<sup>8</sup>

A primary document is an official document that proves your identity and legal status in Canada.

- It can be your [work permit](#)<sup>9</sup> or your [study permit](#)<sup>10</sup> issued by Immigration, Refugees and Citizenship Canada (IRCC). The study permit should indicate that you are authorized to work in Canada:
  - a study permit that indicates the permit holder “**may accept employment**” or “**may work**” in Canada; or
  - a study permit **and** a “confirmation to work off campus” letter issued by IRCC prior to February 11, 2015.

**If neither of these requirements are met, you must [contact IRCC](#)<sup>11</sup> to verify if you are eligible to apply for an amended study permit.**

- You must provide **original** documents; **photocopies are not accepted**.
- All documents **must** be written in **English or French** or be accompanied by an official translation attested to by the translator before a notary public, or prepared by an officer of a foreign government or an official of a British or Canadian consulate.

*Drop-in appointments may be available with wait time.*

<sup>1</sup> Review this link for primary documents required: <https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html#primary>

<sup>2</sup> <https://www.canada.ca/en/employment-social-development/services/sin.html>

<sup>3</sup> [https://sites.studentlife.utoronto.ca/slCalendar/sleventview.aspx?vdate=1/5/2018&service=IC&eid=IC\\_20601](https://sites.studentlife.utoronto.ca/slCalendar/sleventview.aspx?vdate=1/5/2018&service=IC&eid=IC_20601)

<sup>4</sup> [https://sites.studentlife.utoronto.ca/slCalendar/sleventview.aspx?vdate=1/12/2018&service=IC&eid=IC\\_20602](https://sites.studentlife.utoronto.ca/slCalendar/sleventview.aspx?vdate=1/12/2018&service=IC&eid=IC_20602)

<sup>5</sup> [https://sites.studentlife.utoronto.ca/slCalendar/sleventview.aspx?vdate=1/17/2018&service=IC&eid=IC\\_20603](https://sites.studentlife.utoronto.ca/slCalendar/sleventview.aspx?vdate=1/17/2018&service=IC&eid=IC_20603)

<sup>6</sup> <https://sites.studentlife.utoronto.ca/slCalendar/sleventcalendar.aspx>

<sup>7</sup> <http://www.cic.gc.ca/english/study/work-offcampus.asp>

<sup>8</sup> [https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html?\\_ga=1.190343659.1985366058.1435347831%20-%20primary](https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html?_ga=1.190343659.1985366058.1435347831%20-%20primary)

<sup>9</sup> <http://www.cic.gc.ca/english/work/permit.asp>

<sup>10</sup> <http://www.cic.gc.ca/english/study/study.asp>

<sup>11</sup> <http://www.cic.gc.ca/english/study/work.asp>