

Immigration & Relocation Services

Help Sheet: Social Insurance Number
Updated February 2021

YORK 

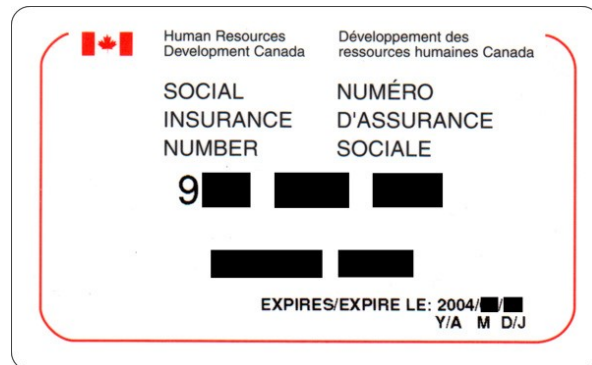


OSGOODE HALL LAW SCHOOL
IGNAT KANEFF BUILDING

Social Insurance Number

In order to work and receive compensation in Canada, you will require a Social Insurance Number. A Social Insurance Number (SIN) is a confidential nine-digit number issued by the Canadian government to those who work in Canada, pay taxes, and receive income benefits or services from government programs. Effective March 31, 2014, Service Canada began issuing a paper format confirmation of SIN letters instead of plastic SIN cards. A SIN does not permit you to work in Canada, but it is required for you to receive payments. It is illegal for anyone to employ you without a SIN.

You are responsible for protecting your SIN. You are advised not to carry it with you on a day-to-day basis. It should be kept in a safe, secure location and only given to organizations or programs permitted to ask for it.



PLEASE NOTE

SINs that begin with the number 9 are issued to temporary residents who are not Canadian citizens or permanent residents. A Social Insurance Number will be valid until the end of the authorized stay in Canada, as determined by Citizenship and Immigration Canada (e.g., your SIN will expire at the same time as your work permit).

Applying for a Social Insurance Number

Temporary Foreign Workers and new permanent residents will need to apply for a Social Insurance Number through Service Canada. Applications are available in-person at a Service Canada office, through mail and online. When applying for a Social Insurance Number, please ensure you provide original immigration documentation (e.g., work permit or confirmation of permanent residence letter). You will need to complete an application form, which can be obtained from a [Service Canada Office](#) or downloaded from their website. There is no fee for new applications or to change the expiry date on a temporary SIN. When applying you will need to provide documentation proving your identity and status in Canada (if the name on your primary document is different from the one you are currently using you will need to provide a supporting document). All documents submitted must be originals written in English or French. Please visit <https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html> for more details.

Children who are twelve years of age or older may apply for their SIN or have their parent or legal guardian apply for them. For children under 12 years of age, the parent or legal guardian must provide documents for themselves and their child. When you apply for a SIN in person, you will be issued a letter with your social insurance number on it that same day. Please provide your York administrator with a copy of the SIN letter and the expiry date (if applicable) within your first day or two at York. If on a work permit, please present that too. If you work at York on a temporary work permit, your SINs expiry date is usually the same as your work permit. You will need to extend your SIN card whenever you renew your work permit. You will be required to provide your York appointment letter as part of your SIN application.

PLEASE NOTE

If you transition from temporary foreign worker to permanent resident, you must apply for a permanent SIN.

Service Canada

To find a Service Canada office close to you, please visit www.servicecanada.gc.ca

- › The closest Service Canada location to York University's Keele Campus is at [Lawrence-Allen Mall](#), near the Lawrence West subway station.
- › For more information on Social Insurance Numbers, please visit the [Service Canada](#) Web site or telephone 1-800-O-Canada (1-800-622-6232).

CONTACT US

For more information and/or support with immigration and relocation services please visit our website at <https://relocation.info.yorku.ca> or send us an email at relocate@yorku.ca.

