

HOW TO GET A SOCIAL INSURANCE NUMBER IN CANADA

2022-2023



GLOBAL ENGAGEMENT OFFICE – UBC OKANAGAN

What is a Social Insurance Number (SIN)?

The **Social Insurance Number (SIN)** is a 9 digit number that you need to work in Canada or to have access to government programs and benefits” (Government of Canada, Employment and Social Development Canada, 2022).



Upon Arrival in Canada

When you arrive in Canada, you have **two options** to obtain your Social Insurance Number (SIN):

1. E-SIN Application (electronic, remote)
2. Booked Appointment (electronic pre-appointment process, in-person appointment)
 1. <https://eservices.canada.ca/en/>
 2. You will be contacted within 1-2 business days by a Citizen Services Officer
 1. You will then be able to schedule an appointment at our local **Service Canada office** (471 Queensway, Suite 106)
3. Drop-In Appointment
 1. **Service Canada office** (471 Queensway, Suite 106)
 1. Open from 8:30 AM – 4:00 PM (Monday-Friday)



Upon Arrival in Canada

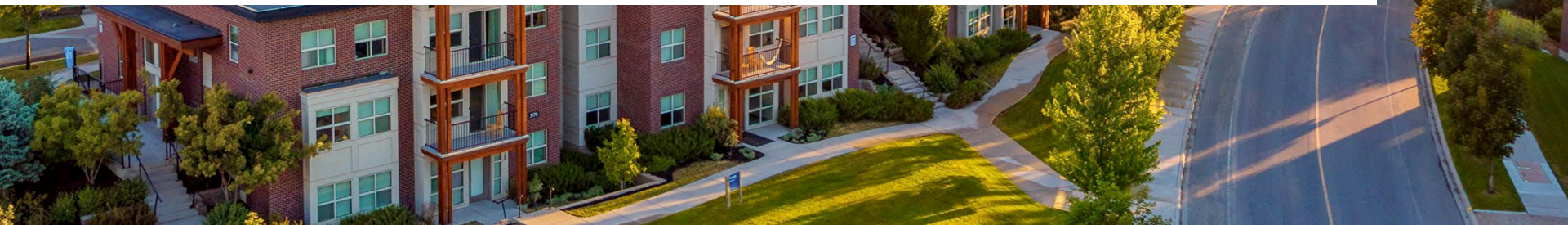
Note: Your Study Permit **MUST** authorize you to work in Canada in order for you to apply for a Social Insurance Number

Ex.

2. MAY ACCEPT EMPLOYMENT ON OR OFF CAMPUS IF MEETING ELIGIBILITY CRITERIA AS PER R186(F), (V) OR (W). MUST CEASE WORKING IF NO LONGER MEETING THESE CRITERIA

If you do not have this condition on your study permit, and would like to work off-campus during your time at UBC, please contact our office at geo.ubco@ubc.ca

One of our International Student Advisors will be able to assist you



Online Application

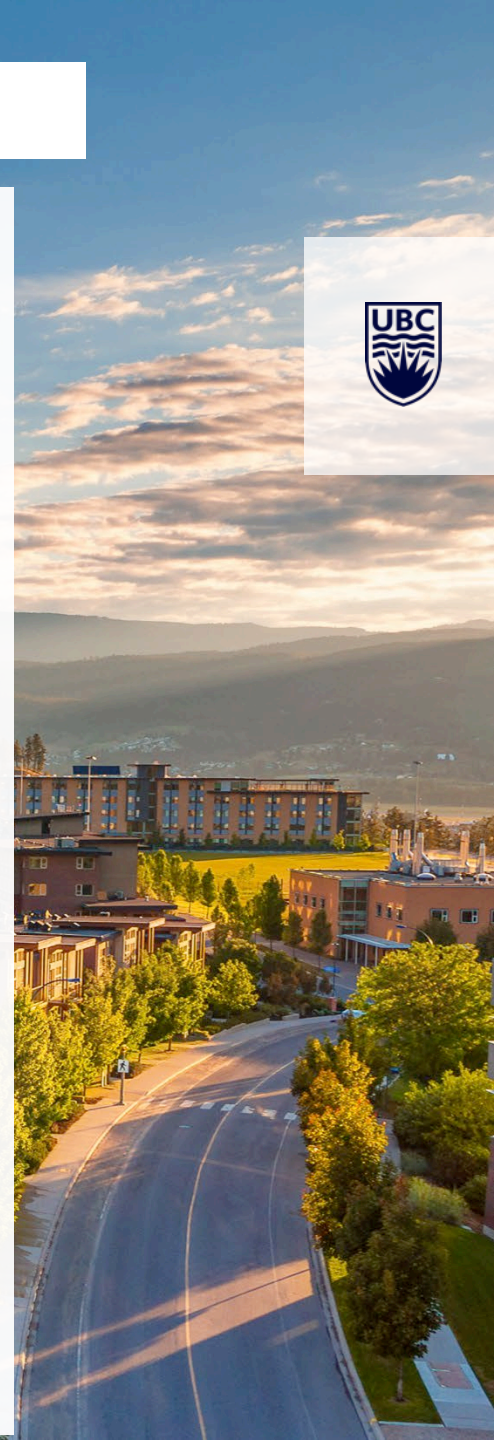
“If you are [applying online](#), you must provide the following documents:

- a digital copy of an original valid [primary identity document](#) (you must provide both sides of the document if there is identity information on each side)
 - i.e: Study Permit
- a digital copy of an original valid [secondary document](#)
 - i.e: Passport



Online Application -- Continued

- a digital copy of a [proof of address](#) (acceptable documentation listed within the link provided)
 - The document must be issued by a government, a company, an institution, an organization, a landlord or an employer; and
 - Must include the first and last name provided on the primary and secondary identity documents provided; and
 - Must match the address provided on the SIN application
 - a digital copy of an original valid [supporting document](#) (only applicable if the name on your primary identity document is different from the name on your secondary document or than the name on your online SIN application form)" (Government of Canada, Employment and Social Development Canada, 2022).
- ** Processing time should not exceed (25) business days.
- ** There is **no fee** associated with this application



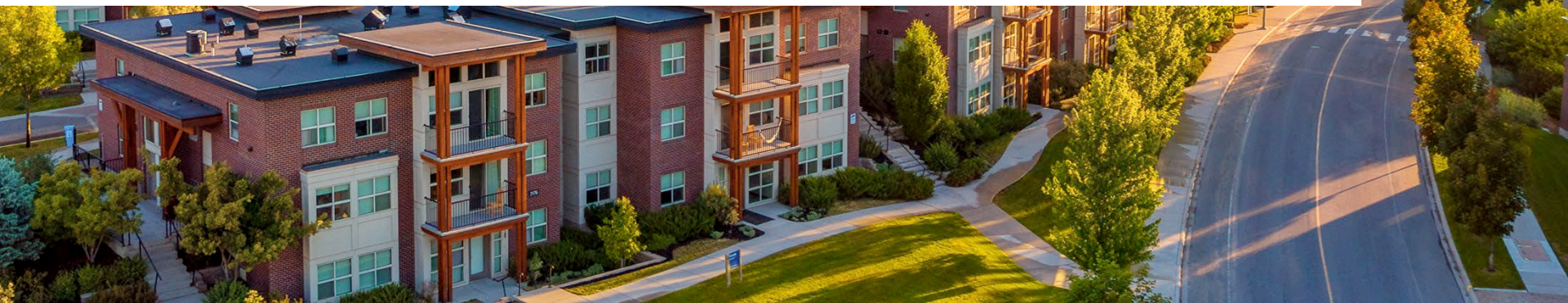
In-Person (Pre-Booked OR Drop-In Appointment)

eServiceCanada Service Request Form

Fill-out the following form by accessing the e-service Canada website:
<https://eservices.canada.ca/en/service/>

Required documents for your scheduled or drop-in appointment:

- A [primary identity document](#) (you must provide both sides of the document if there is identity information on each side)
 - i.e: Study Permit
- a copy of an original valid [secondary document](#)
 - i.e: Passport

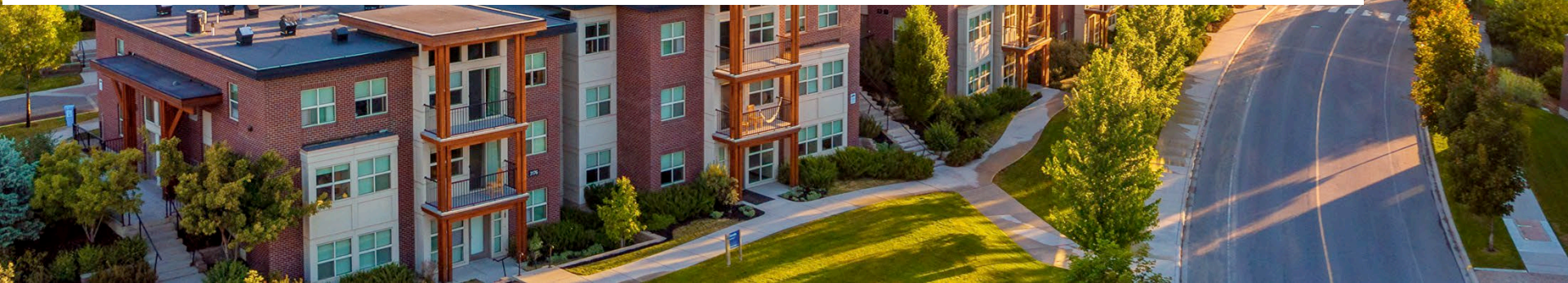


In-Person (Pre-Booked OR Drop-In Appointment) -- Continued

eServiceCanada Service Request Form

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 - Must match the address provided on the SIN application

- a copy of an original valid [supporting document](#)
 - * Supporting documents are only required if your name is different on either your primary or secondary identity document



Helpful Links / Resources



Social Insurance Number: Overview:

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

Social Insurance Number: What you need before you apply:

- https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html#Supporting_documents

Social Insurance Number: How to apply:

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

Appointment request form (Service Canada): eService Canada:

- <https://eservices.canada.ca/en/service/>

