

## Applying for a Social Insurance Number (SIN)

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### What is a Social Insurance Number (SIN)?

SIN is a 9-digit number that is needed in order to work in Canada or have access to government programs and benefits. A SIN is issued to one person only and it should not be used by anyone else other than yourself, so please make sure you store your SIN information in a safe place as you are responsible for protecting your SIN. SIN is also needed for Canadian government for taxation purposes, unless you use an Individual Tax Number (ITN) – page 2. Service Canada has stopped issuing plastic SIN cards, and started issuing SINs in paper format (confirmation of SIN letter). For more details, visit [www.canada.ca/en/employment-social-development/services/sin.html](http://www.canada.ca/en/employment-social-development/services/sin.html)

### Steps to Applying a SIN

To apply for a Social Insurance Insurance (SIN), you may apply in-person at the Services Canada office or by mail. If you apply in-person (*recommended*), if everything is in order, you may receive your SIN during your visit.

To apply, you will need to complete a SIN application form and provide a valid primary document to prove your identity and legal status in Canada. A primary document can be your study permit issued by IRCC (Immigration, Refugees and Citizenship Canada), indicating that you are authorized to work in Canada (e.g. your study permit shows that you “may accept employment” or “may work” in Canada). Please make sure you provide the **original** documents (photocopies are not accepted).

### Nearest Service Canada Office Locations

#### Richmond Service Canada Centre

5611 Cooney Road, Suite 350, Richmond

#### Surrey South Service Canada Centre

103-15295 Highway 10, Surrey

#### Surrey North Service Canada Centre

13889 104th Avenue, Surrey

#### Langley Service Canada Centre

8747 204th Street, Suite 102, Langley

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## Applying for an Individual Tax Number (ITN)

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### What is an Individual Tax Number (ITN)? *(Only if you are not eligible for a SIN)*

ITN is a 9-digit number for non-resident individuals who need an identification number to file tax return but are not eligible for a Social Insurance Number. For example, an international student who does not a study permit that allows him or her to work in Canada but wants to file or intends to file a Canadian tax return may apply for an ITN. ITN application is free of charge. The application processing time can take several weeks, so please apply early.

### Applying for an ITN for taxation purposes *(Only if you are not eligible for a SIN)*

Complete the ITN application form for non-residents **T1261** ([www.canada.ca/en/revenue-agency/services/forms-publications/forms/t1261.html](http://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t1261.html)) and prepare the following supporting documents:

- Photocopy of your study permit
- Photocopy of your passport personal particulars page where it has your full name, nationality, and photo
- KPU Confirmation of Enrolment letter on Online Self Service ([www.kpu.ca/records/coe](http://www.kpu.ca/records/coe))

It is recommended that you mail the ITN application form and supporting documents to the address below using Canada Post Xpresspost. Faxes and emails are not acceptable. It would be best for you to apply for an ITN from within Canada. If you are outside of Canada, please include a cover letter to explain your situation to avoid any confusion or delay.

### Mailing address

TRIS Attn: ITN unit  
Sudbury Tax Centre  
1050 Notre Dame Ave  
Sudbury ON P3A 5C1  
CANADA

If you do not receive your ITN *6 weeks after applying*, you may call 1-866-223-4403 to inquire about your application status.

**Any questions? Come see us!**

KPU International  
Richmond 1400, Surrey Cedar Building 1145  
[www.kpu.ca/international](http://www.kpu.ca/international)