



## Applying for/Extending a Social Insurance Number (SIN)



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A Regulated Canadian Immigration Consultant (RCIC #R417711) pursuant to  
section 91 of the Immigration and Refugee Protection Act*

**This is not a legal document. Information may change without notice. Always refer to Canada Immigration  
[www.cic.gc.ca](http://www.cic.gc.ca) for the most updated information. This document was last updated on July 22, 2013**

### When should I apply for my SIN card and how much does it cost?

You should apply after receiving either: a work permit or  
an on-campus job offer (with a valid study permit)

There is **no fee** related to this process.

Remember to **keep your SIN valid** by renewing your SIN each time you extend your temporary residency in Canada (for example, when you extend your study permit or get a co-op work permit.)

### How can I get my SIN card and how long do I need to wait?

Service Canada strongly encourages individuals to apply in person. If your application is in order, you can obtain your SIN in less than 15 minutes and do not need to part with your original identity documents.

You need to go to any Service Canada Centre and apply in person as there is no application form available.

Below there is a link to search for the closest Centre:

<http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?app=hme&ln=eng>

The processing time is usually same-day for the number and approximately 2-3 weeks for the card.

### GENERAL SUPPORTING DOCUMENTS (additional documents may be required)

- ❖ If you have a valid **co-op work permit** issued by Citizenship and Immigration Canada (CIC), you will need your:
  - Original passport
  - Original co-op work permit
  
- ❖ If you have an **on-campus job offer** and a **valid study permit** issued by CIC, you will need your:
  - Original passport
  - Original study permit
  - a contract of employment from the learning institution or contract of employment from your employer with the following information:
    - o Sex of the student

- o Date of birth of the student
- o Surname, Given Name of the student
- o Address of the student
- o Study Permit Document Number (beginning with the letter "F")
- o Date the Study Permit was signed
- o Valid until date of the Study Permit
- o Employer's Name
- o Civic address where the work will be performed
- o Employer's Signature and Telephone number
- o Student's employment start and end dates which must fall within the dates indicated in the fields "DATE SIGNED" and "VALID. **Please note** that when the start date of employment is before the date indicated under "Date signed" on the Study Permit, the previous expired Study Permit is also required to support the date of employment.

#### **What If I lost my SIN card?**

To apply for a replacement SIN card, a \$10.00 fee is required. From within Canada, you can pay this fee by cash, personal cheque, bank draft or money order payable in Canadian funds only to the Receiver General for Canada. From outside Canada, you can pay this fee using International bank drafts or money orders payable in Canadian funds only and written to the Receiver General for Canada

To apply for your Social Insurance Number (SIN), please visit a [Service Canada Centre](#) with your **original** primary documents. If your application and documents are in order, you will get a Social Insurance Number **in one visit** and receive your card within 10 business days.

#### ***Need more advice or help with your application?***

*Please email our Regulated Canadian Immigration Consultant, Agata Rebisz, [canada-visa@gvenGLISH.com](mailto:canada-visa@gvenGLISH.com) and arrange for consultation by skype, email, or phone. Or visit her in person in Vancouver at 888 Cambie street.*

*The consultation charge is CND \$70.00 + 5% GST tax per 30 minutes (minimum charge).*

*A rebate of up to CND \$125 will be applied to the registration fee if the client enrolls in courses at GV.*



*Agata Rebisz is a member in good standing of Immigration Consultants of Canada Regulatory Council (RCIC #R417711) pursuant to section 91 of the Immigration and Refugee Protection Act.*