Social Insurance Number (SIN) for Foreign Workers
(including students)

In accordance with Canada Revenue Agency regulations, all employees must have a valid SIN to work in Canada. It is important for hiring departments to ensure all foreign students have a valid SIN prior to creating a Brock University contract or timesheet authorization. The following information provides helpful information for students who do not yet have a SIN but have been identified by a department as the successful candidate for a position. Any questions regarding the process can be directed to the Payroll department at extension 5622 or 4937.

Can a department complete a contract of employment or timesheet authorization for a foreign student without a valid SIN?

- A Brock University contract of employment or timesheet authorization cannot be created without a valid SIN. The student must first make application for a SIN and provide their SIN to the hiring department in order for a contract or timesheet authorization to be created.

How can foreign students apply for a SIN?

- The required documents (see below) need to be taken to the nearest Service Canada Centre to make application for a SIN
- If the application and documents are in order, the student will get a SIN **at the initial visit** and receive their card within 10 business days

Where is the nearest Service Canada Centre?
Local Service Canada Centres are located at:

- Henley Square Plaza, Unit E & F
  395 Ontario Street
  St. Catharines, Ontario

- Customs Building
  5853 Peer Street
  Niagara Falls, Ontario

Information regarding other Service Canada Centres can be found at the following link:

- http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?ln=eng

What documents are required to be provided to Service Canada to obtain a SIN?
The following documents should be taken by the student when making application at the Service Canada Centre:

- Valid study permit
- Confirmation of employment (see below regarding document to use for this)
- SIN application form (found at: http://www.servicecanada.gc.ca/eng/sin/forms.shtml)

see next page…….

What confirmation of employment can the student use to obtain his/her SIN prior to obtaining their Brock University employment contract or timesheet authorization?

- Service Canada has developed a sample employment contract that can be used for this purpose. The sample employment contract must be printed on Brock University departmental letterhead and signed by the student and person authorized to hire the student. The original copy of this document should be taken, along with their valid study permit and SIN application form, to a Service Canada Centre to make application for their SIN. Note that the dates on the Service Canada sample contract must fall within the study permit dates. Service Canada's sample employment contract can be found on the Human Resources web site: http://www.brocku.ca/hr-ehs/hrehs-forms under the Payroll heading and titled "Foreign Student information to apply for a SIN"

- If all paperwork and information is in order, the student will receive a confirmation of SIN application document during their application visit to the Service Canada Centre and their SIN card will be received in the mail following the visit.

- Once obtained, the confirmation of SIN application document should be shown by the student to the hiring department so that a Brock University employment contract can be created using the contract system or a timesheet authorization can be created using the timesheet authorization system.

More information regarding Social Insurance Numbers, including the SIN application form, can be found on Service Canada's web site:

http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml