



## CITIZENSHIP & IMMIGRATION CANADA

---

### APPLYING FOR A SOCIAL INSURANCE NUMBER (SIN)

International Students who qualify to work in Canada must apply for a Social Insurance Number (SIN). To apply you must complete the application form (NAS-2120-(05-04). You can obtain a copy of the application form from the International Student Centre Office or download one from [www.cic.gc.ca](http://www.cic.gc.ca).

You must provide a primary document (ie passport and study permit) that proves your identity and status in Canada, as well as a supporting document, **IF** the name on your primary document is different from the one you are currently using. It is important that documents are originals and they are in English.

To receive your Social Insurance Number immediately apply in person at one of our offices. This process is faster and more convenient, as it does not require you to part with your valuable identity documents. You may also apply by mail.

The processing time for issuance of a Social Insurance Number is immediate. You may not work until you receive your SIN number. You should receive your card by mail within three weeks from the date you submit your application, providing it meets all criteria.

Once you have obtained your work permit for Off-Campus and Post-Graduation work you may apply for a Social Insurance Number (SIN) from Service Canada.

For on-campus work, please request a letter on school letterhead from the department that is hiring you. The letter must contain the following information:

- duties and responsibilities of the job
- hours and days of work per month
- hourly, bi-weekly **or** monthly rate of pay
- approximate length of employment (cannot exceed the expiration date of your study permit)

Go to the nearest Human Resources and Skills Development Canada (HRSDC). Take your **original** Verification of Employment letter and your valid Study Permit along with the application. There is no charge for this service. The office closest to BCIT (information in table below) will only serve people who live in the **Burnaby, East Vancouver, New Westminister, and South Vancouver areas**. Office locations can be found at: [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) or contact the International Student Centre (ISC) at [infobcit@bcit.ca](mailto:infobcit@bcit.ca) for office locations and/or application forms.

The office closest to BCIT is located:

Office Information	
<b>Location</b> .....	3480 Gilmore Way, Burnaby, British Columbia, V5G 4Y1
<b>Phone</b>	604 437-3761
<b>Fax</b>	604 666-1015
<b>Email</b>	bcytprograminquiry@servicecanada.gc.ca
<b>Services provided in</b>	English only
<b>Hours of service</b>	Monday to Friday from 8:30 am to 4:00 pm.
<b>Busiest hours</b>	10:00 am to 2:00 pm
<b>Service Area</b>	Burnaby, East Vancouver, New Westminster, South Vancouver

If you lose your **SIN** card there is a \$10 replacement fee.

Other office locations can be found at: [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca). Or contact the International Student Centre (ISC) at [isc\\_info@bcit.ca](mailto:isc_info@bcit.ca) for office locations and/or application forms.