

The Canada Revenue Agency has updated their guidelines for reporting tax information which now requires a Social Insurance Number (SIN) on the T2202. In order to be compliant, while adhering to FOIP (Freedom of Information and Protection of Privacy Act), UCalgary has updated our process for obtaining SIN data through the MyUofC portal.

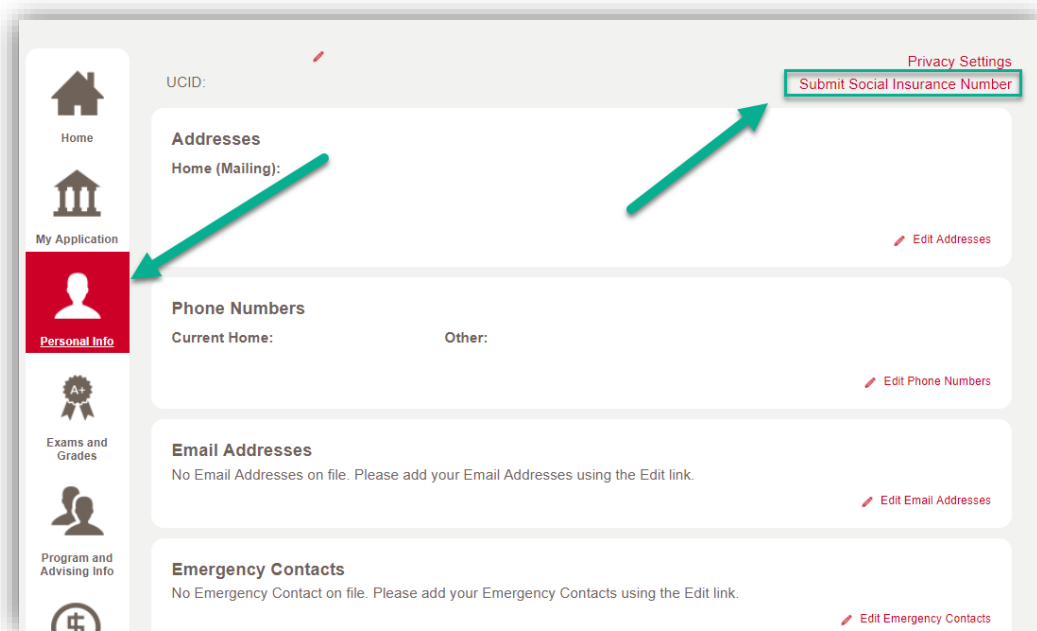
If you already have an existing UCID and an @ucalgary.ca email address but have not previously provided your SIN, if you need to update the expiry on a temporary SIN or if you need to provide a new permanent SIN, you will be prompted to submit the SIN.

The following information will guide you on how to enter or update SIN data.

1. Log into the MyUofC portal



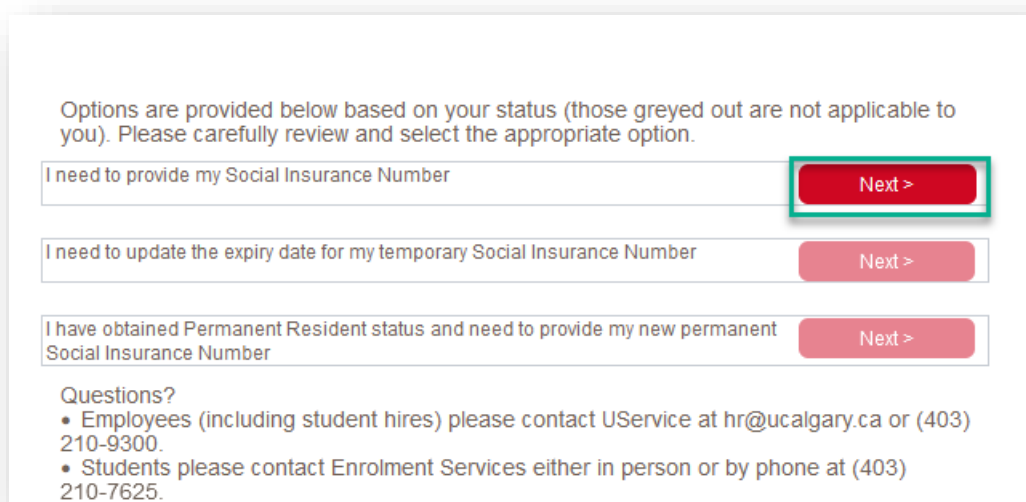
2. After logging into the MyUofC portal, click on the **Personal Info** page and then click on **Submit Social Insurance Number**.



3. You will need to select from three options depending on your status. Options that are not applicable will be greyed out.

Read the options carefully and select **Next** on the option that applies to you.

**NOTE:** Please pay close attention when entering the SIN—once the number is submitted, you *will not* be able to edit it. If you've entered the SIN incorrectly, you will need to contact **Enrolment Services**.



Options are provided below based on your status (those greyed out are not applicable to you). Please carefully review and select the appropriate option.

I need to provide my Social Insurance Number

I need to update the expiry date for my temporary Social Insurance Number

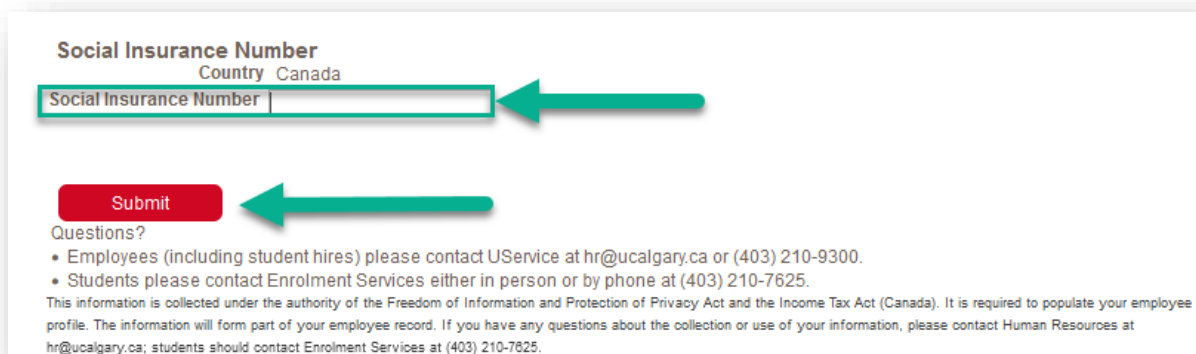
I have obtained Permanent Resident status and need to provide my new permanent Social Insurance Number

Questions?

- Employees (including student hires) please contact UService at hr@ucalgary.ca or (403) 210-9300.
- Students please contact Enrolment Services either in person or by phone at (403) 210-7625.

4. Carefully enter your **Social Insurance Number** and select **Submit**.

**NOTE:** If your SIN begins with a 9, this annotates a temporary SIN, and therefore you will be prompted to enter an expiry date after entering the SIN number. *Before clicking Submit*, hit the 'tab' key—additional fields will populate on the screen. Enter the expiry date and then click **Submit**.



**Social Insurance Number**  
Country Canada

Questions?

- Employees (including student hires) please contact UService at hr@ucalgary.ca or (403) 210-9300.
- Students please contact Enrolment Services either in person or by phone at (403) 210-7625.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the Income Tax Act (Canada). It is required to populate your employee profile. The information will form part of your employee record. If you have any questions about the collection or use of your information, please contact Human Resources at hr@ucalgary.ca; students should contact Enrolment Services at (403) 210-7625.

5. If the number you entered is valid, you will receive a message indicating that the transaction was successful.

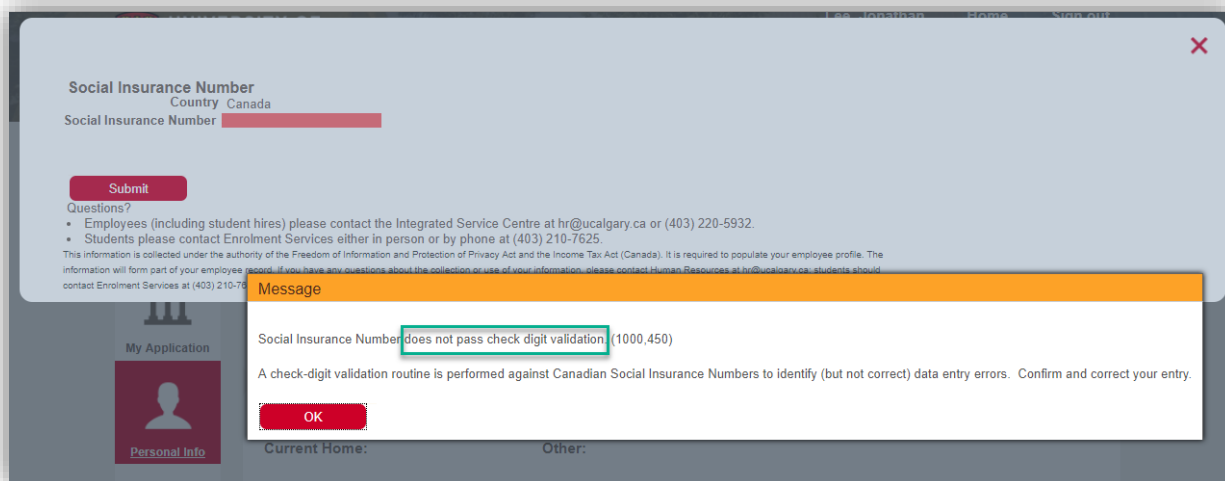
**Social Insurance Number**  
Thank you. You have successfully submitted the required personal information.

Questions?

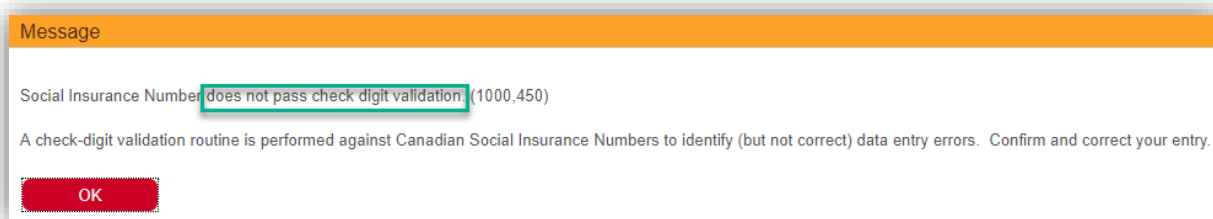
- Employees (including student hires) please contact the Integrated Service Centre at [hr@ucalgary.ca](mailto:hr@ucalgary.ca) or (403) 220-5932.
- Students please contact Enrolment Services either in person or by phone at (403) 210-7625.

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6. If the number you entered is invalid, you will receive a pop-up message indicating that the number you entered did not pass validation.



The screenshot shows a web form titled "Social Insurance Number" with a "Country" dropdown set to "Canada" and a "Social Insurance Number" input field. A "Submit" button is visible. Below the form, there is a "Message" box with an orange header. The message text reads: "Social Insurance Number does not pass check digit validation (1000,450). A check-digit validation routine is performed against Canadian Social Insurance Numbers to identify (but not correct) data entry errors. Confirm and correct your entry." An "OK" button is at the bottom of the message box. In the background, parts of the user interface are visible, including "My Application", "Personal Info", "Current Home:", and "Other:".



This is a close-up of the "Message" box from the previous screenshot. It contains the same text: "Social Insurance Number does not pass check digit validation (1000,450). A check-digit validation routine is performed against Canadian Social Insurance Numbers to identify (but not correct) data entry errors. Confirm and correct your entry." and an "OK" button.

**Student hires through HR:** contact Integrated Service Centre at (403) 220-5932 or [hr@ucalgary.ca](mailto:hr@ucalgary.ca). **Other Students:** contact Student Enrolment Services at (403) 210-7625 or in person.

**NOTE:** If you have a relationship with HR (ie. Accepting a paying student job), you will need to contact the Integrated Service Centre, as there is documentation that needs to be uploaded upon submitting the temporary SIN.

**End of Procedure.**

**Related Guides:** Student Records – Updating Personal Info