UofC will only use the student’s SIN number for one of two reasons:
1) SIN numbers are required when reporting tax information, UofC includes them in tax forms (T2202, T4A).
2) If you are currently employed by the university, HR requires SIN numbers for payroll purposes.

1. Log into your UofC Student Portal (my.ucalgary.ca)

2. Go to the Personal Info page and click on the Submit Social Insurance Number link.

3. A window with several options will appear. Options not applicable to you will be greyed out. Read the options carefully and click Next on the option that applies for you.

Questions?
• Employees (including student hires) please contact the Integrated Service Centre at hr@ucalgary.ca or (403) 220-5932.
• Students please contact Enrollment Services either in person or by phone at (403) 210-7625.
4. Carefully enter your **Social Insurance Number**, hit the ‘tab’ key to validate, and select **Submit**.

**NOTE:** SIN numbers starting with a 9 (INTL students) are referred to as temporary SINs. 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 the screen. Enter the expiry date and click **Submit**.

5. **VALID SIN NUMBERS**
Message indicates transaction was successful.

**INVALID SIN NUMBERS**
Message will indicate the number entered did not pass validation. Will need to re-enter SIN number.

**End of Procedure. For further questions, please contact** **Enrolment Services**.