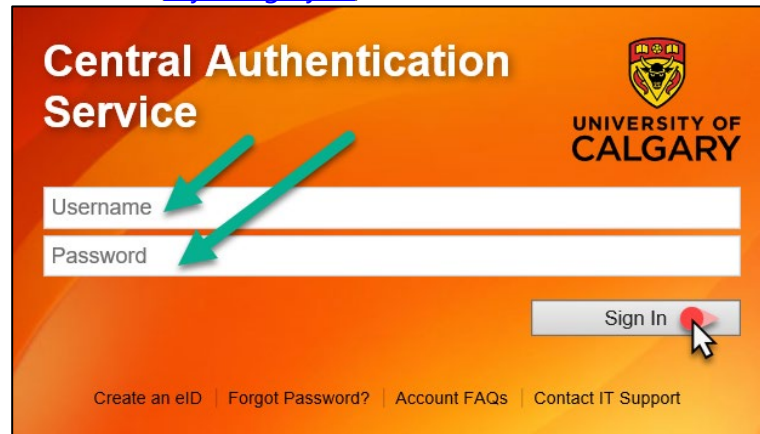


UofC will only use the student's SIN number for one of two reasons:

- 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.

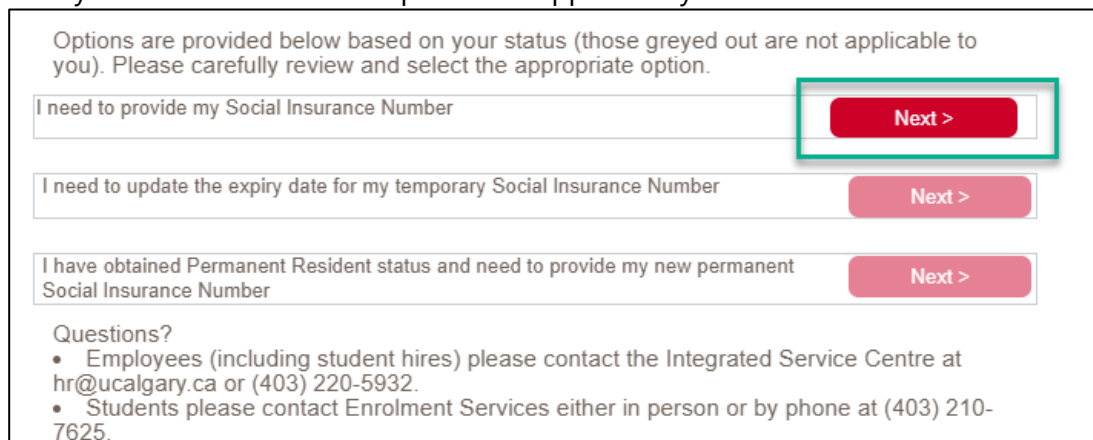
1. Log into your UofC Student Portal ([my.ucalgary.ca](https://my.ucalgary.ca))



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

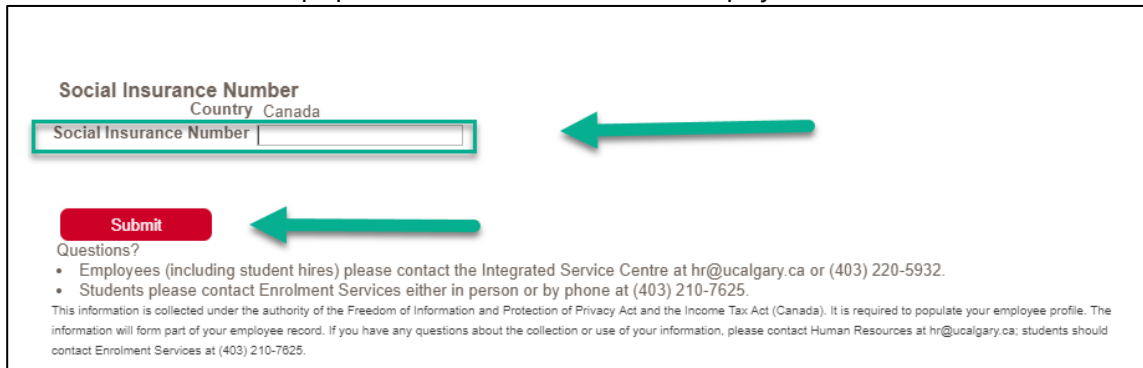


3. A window with several options will appear. Options not applicable to you will be greyed out. Read the options carefully and click **Next** on the option that applies for you.



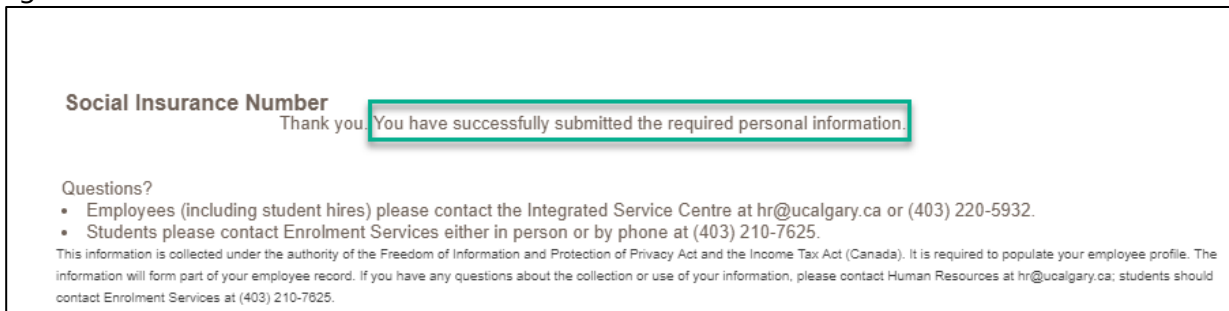
4. Carefully enter your **Social Insurance Number**, hit the 'tab' key to validate, and select **Submit**.

**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**.



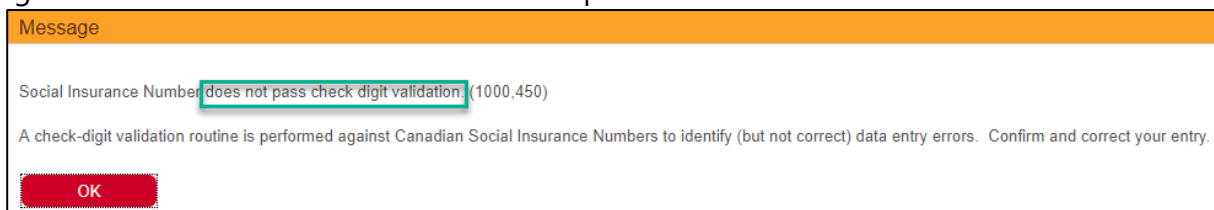
## 5. VALID SIN NUMBERS

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](#).**