

International Students Working on Campus

Whether an International Student is working on campus or off-campus, they must apply for a Social Insurance Number (SIN) in order to receive payment for work in Canada.

Service Canada requires specific information for international students applying for a Social Insurance Number. The attached form has been provided to ensure each student has all the information necessary to apply for a SIN number. This form must be printed on University of Regina letterhead. Please fill out the Employer's portion of the form and the student will be responsible for filling out the remaining information.

The student will need to take a copy of their student authorization, a copy of this form to Service Canada when applying for their SIN number.

Service Canada
1783 Hamilton Street
Regina, Saskatchewan
S4P 2B6
1-800-206-7218

www.servicecanada.gc.ca/

For more information on Social Insurance Number (SIN) applications for international students or hiring an international student, you may contact Human Resources at 585-5627.

EMPLOYMENT CONTRACT

NOTE: Foreign students can only work at the school where authorization to study was given by Citizenship and Immigration Canada

* Shaded areas are mandatory fields

<i>TO BE COMPLETED BY THE STUDENT</i>				
FOREIGN STUDENT PERSONAL INFORMATION				
Title Ms. Mrs. Mr.	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth (D/M/Y)		
Surname		Given Name		
Apt #	Street Address	City	Province/Territory	Postal Code
Study Permit Document Number F _____	Date Signed _____ (D/M/Y)	Valid Until Date _____ (D/M/Y)		
<i>TO BE COMPLETED BY THE EMPLOYER</i>				
ON-CAMPUS DEPARTMENT OR ON-CAMPUS BUSINESS HIRING THE STUDENT				
Name of on-campus Department or Name of Business Hiring the Student		Employer's Name (Please print) _____		
Civic address where the work will be performed		Employer's Signature _____		
Employer's Telephone ()		Employer's Fax ()		
Employee's Position Title		Employee's Start Date _____ (D/M/Y)	Employee's End Date _____ (D/M/Y)	
I have accepted this job offer.				
_____		_____		
Signature of Foreign Student		Date (D/M/Y)		