



## Why is CHA Learning asking me to provide my Social Insurance Number (SIN)?

Effective the 2019 tax year, all designated education institutions are required to provide the Canada Revenue Agency with Social Insurance Numbers (SIN) on Form T2202 (Education and Textbook Amount Certificate). Further information on the eligibility of education and textbook amounts can be found on the [Canada Revenue Agency's website](#). HealthCareCAN, and its divisions, is a designated institution.

## How will SIN information be collected?

SIN information will be collected annually at a pre-determined time period for students in the Health Information Management program (both Full and Part-Time streams). All other programs and courses do not require the collection of the SIN number. Specific instructions on how to submit your SIN will be emailed to you at the appropriate time with further instruction.

## I do not have a SIN or I have lost my SIN. How can I apply for one?

Information on how to apply for a SIN can be found on the Government of [Canada's Employment and Social Development website](#). The website will provide you with details on eligibility and the documentation you will need in order to apply for a SIN.

More information on federal guidelines around SIN collection can be found [here](#).

## I am a non-resident of Canada; will I be required to provide a SIN?

Students who are non-residents of Canada will not be required to provide a SIN. The Canada Revenue Agency's definition of a non-resident for tax purposes can be [found on their website](#).

## I have misplaced or can't remember my SIN. What should I do?

Consult your most recent Notice of Assessment from the CRA. If this is not available, you can request a confirmation of SIN from Service Canada. The Government of Canada's Employment and Social Development website has more information about [how to make this request](#).

## Access to SIN Data

Only authorized staff should have access to the student SIN data. All documents, applications, or lists containing a student's SIN will be stored in a location that is secure and can only be accessed by staff who have authorized access to this type of information.