



Faculty of Graduate Studies & Office of Quality Assurance

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www.uwindsor.ca/graduate-studies

August 11, 2020

To: Incoming Fall 2020 Graduate Students
From: Dr. P. Weir, Dean, Faculty of Graduate Studies
Re: Employment in Canada

Congratulations on your admission to the University of Windsor! We look forward to welcoming you to Canada and our beautiful campus once global travel resumes.

Many of you are in programs where there is the possibility of being offered employment as a research or graduate teaching assistant, or you may be in the position to receive a research assistant scholarship. All of these activities require that you have a Social Insurance Number (SIN). However, you can only apply for a SIN once you arrive in Canada. In the interim, if you are expecting to be employed, you must apply for an Individual Tax Number (ITN). Please note, completing this documentation does not guarantee employment. A fillable form is available at the following link:

<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t1261.html>

The process by which this will be approved is as follows:

1. Download and complete the form. Please follow the instructions on p.2 of the application. *You must sign the form. Digital signatures are not accepted.*
2. Provide supporting documentation that includes your name, birthdate and a photo.
3. Please also provide a copy of your Visa application with photo so that we can use this to certify your ITN application.
4. Using your phone, or printer, scan #1 and 2 into a single .pdf document.
5. Please email these documents to gradst@uwindsor.ca
6. Please use as the subject line of the email **ITN_last name_UW student ID number** (e.g., ITN_weir_110606909).

Please send the ITN application and accompanying documents as outlined above by Monday August 17, 2020.

The University of Windsor will then certify these documents and forward them to the Canada Revenue Agency on your behalf to expedite processing.

Upon receipt of your ITN you will be eligible to be employed at the University of Windsor.