

INTERNATIONAL STUDENT SERVICES: INCOME TAX INFORMATION

AS AN INTERNATIONAL STUDENT, DO I HAVE TO FILE A TAX RETURN?

If you have been working in Canada, you are required to file a tax return with the government each year. The deadline to submit your tax return to the government is **April 30** for the previous calendar year, which means you would submit your 2018 tax return by April 30, 2019. As an international student, it is helpful to file an income tax return each year during your studies, even if you have not been working, as you may be eligible to get certain tax credits. The amount of the credits would be determined by the Canada Revenue Agency (CRA) when they review your tax return.



To get a more detailed list of situations where you have to file a return or when you may want to do so, visit the CRA's webpage called "[Do you have to file a return?](#)".

The CRA has a series of videos online to help international students understand the Canadian income tax system and how to file an income tax return:

<http://www.cra-arc.gc.ca/vdglly/ndvdl/srs-ntntrnl-stdnt-eng.html>

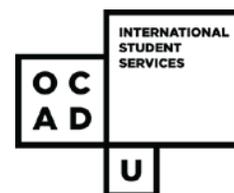
HOW DO I GET A SOCIAL INSURANCE NUMBER (SIN) OR AN INDIVIDUAL TAX NUMBER (ITN)?

If you are going to work in Canada, either on campus or off campus, you will need to apply to the government for a Social Insurance Number (SIN). Your employer cannot pay you until you have this number.

You can apply for a [SIN](#) card at a Service Canada office. The closest [Service Canada](#) office to OCAD U is at City Hall at 100 Queen St. West. You will need to bring the following documents with you:

- Your passport
- Your study permit
- Your post-graduation work permit (for those who have graduated)

If you are a non-resident of Canada and cannot obtain a Social Insurance Number, you can apply for an Individual Tax Number to file a Canadian income tax and benefit return. To apply, use [form T1261](#) Application for a Canada Revenue Agency Individual Tax Number (ITN) for Non-Residents.



WILL I GET MY TUITION FEES BACK?

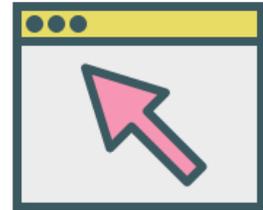
The tuition tax receipt ([form T2202A](#)) in your MyOCADU record is one of the documents you will have to submit when you file your tax return. When you file a tax return you do not actually get any of your tuition fees back. However, it is helpful to have your tuition fee information on file with the Canada Revenue Agency as it may help you to reduce your taxes in the future if you stay in Canada to work after graduation. If you have been working on-campus or off-campus, your employer will give you a [T4 slip](#) (Statement of Remuneration Paid) to use for your tax return.

HOW DO I GET MY TUITION TAX RECEIPT FROM OCAD U?

You can print your T2202A and/or [T4A](#) from myOCADU. T2202A forms are prepared for all students who have paid more than \$100 in eligible fees for courses beginning and ending in a particular calendar year. If you have more questions, visit the [Tax Forms F.A.Q.](#) on the OCAD U website.

CAN SOMEONE HELP ME COMPLETE MY TAX RETURN?

If you need help with your tax return, you may want to go to one of the Canada Revenue Agency's volunteer tax preparation clinics. These clinics are free and a volunteer will help you complete and submit your tax return. You can find a list online at <https://www.canada.ca/en/revenue-agency/campaigns/free-tax-help.html>



You can file your return online using one of several tax preparation software. You can find a list of NETFILE certified software at www.netfile.gc.ca/software. Some of the available software is free and relatively easy to use, such as [SimpleTax](#). There are also financial companies such as [H&R Block](#) that will complete your tax return for you. They charge a fee for their services and it may be a bit expensive, so be sure to ask about fees ahead of time.

DOES IT MATTER WHETHER I AM A PART-TIME OR FULL-TIME STUDENT?

If you are a part-time international student in Canada, you are not eligible to work. To be considered a full-time student, you must register for a minimum of 2.0 credits in each of the fall and winter terms. You can check your eligibility to work on the [Government of Canada Website](#).