



## Declaration of Attendance at School or University

If you are 18 to 25 years old, you must be attending a recognized educational institution full-time to receive a children's benefit (disabled contributor's child's benefit or surviving child's benefit). You must complete the declaration form when you first apply for a benefit, at the beginning of every school year and/or semester, and when you return to school after having left for a time.

You can renew your benefits online (see details below). You can also choose to complete Sections A and B of this declaration and either: include a \*proof of enrolment or have your school complete Section C after the start of the first day of class

Please indicate which option you have chosen to confirm your attendance at school or university to Service Canada:

- ☐ I am including a **\*proof of enrolment** to support this declaration.
- ☐ I have had Section C signed by an authorized representative from my school or university after the start of the first day of class.

**Please ensure that Sections A and B have been completed and that you have either included:**

- a **\*proof of enrolment** after the start of the first day of class; or
- had Section C of the form validated and signed by school officials after the start of the first day of class.

**Completing this form before the start of classes may result in a processing delay.**

**Once you have completed this form, send it to the nearest Service Canada office using mailing instructions on the last page. Include any supporting documentation. If you renewed your benefits online, you do not need to mail this form. Please refer to the information at the bottom of this page.**

### **\*Proof of enrolment**

What is a proof of enrolment document?

A proof of enrolment is an official document provided by the registrar's office at your school or university. It includes the following information:

- |   |  |
|---|--|
| ✓ Student name  | ✓ School official's original or electronic signature   |
| ✓ Degree Program  | ✓ Semester(s), term(s) or school year enrolled in  |
| ✓ Student ID Number   | ✓ Enrolment status for each semester(s), term(s) or school year. (full-time, half-time, less than half-time) |
| ✓ Name and address of school or university<br>(it may also include a logo or watermark) |  |

How to obtain a proof of enrolment document?

Most schools and universities provide proof of enrolment documents to students electronically. You may be able to print out the document using your student portal. You can also get proof of enrolment statements from the registrar's office at your school or university.



**Renew your benefits online through My Service Canada Account.**

**Go to My Service Canada Account (MSCA) to register for an account or to renew your benefit online.**

**To renew your benefits online:**

- you must have previously received, or currently be receiving the benefit; and
- your semester must have started. You can only request a benefit renewal after the start of the first day of your current semester, term or school year.

**In order to renew your benefit online, you need:**

- to set up direct deposit, with your current banking information on MSCA; and
- an electronic copy of your proof of enrolment or Section C of the Declaration of Attendance at School or University.

**If you are applying for the first time, please complete the paper form and mail it to Service Canada.**



## Declaration of Attendance at School or University

### Section A - To be completed by student after the start of first day of class

1. Contributor's Social Insurance Number		Contributor's given name and initials		Family name			
2. Your Social Insurance Number		Preferred language <input type="radio"/> English <input type="radio"/> French		Your given name and initials		Family name	
3. Your home address		Home address (No., Street, Apt. No., RR)				City, town or village	
		Province or territory		Country		Postal code	
4. Mailing address (If different from home address)		Mailing address (No., Street, Apt. No., PO Box, RR)				City, town or village	
		Province or territory		Country		Postal code	
5A. Student identification number		5B. Name of school, university, college, training centre, etc.					
6A. Type of enrolment (if "Evening" or "Other", please provide an explanation in question 8).  <input type="radio"/> Full Time <input type="radio"/> Evening <input type="radio"/> Other			6B. Number of courses per term		6C. Enrolled in (specify course, grade or program)		
7A. Number of hours you are required to attend for course, grade or program.  Hours per week:			7B. When did your current attendance begin? YYYY-MM-DD		7C. When will your current attendance end? YYYY-MM-DD		
8. Give duration and reasons for any absence(s) during your current and past academic year plus any additional explanation with reference to question 6A if "Evening" or "Other" was selected.							
9. Have you applied for or are you receiving a Canada Pension Plan benefit as a result of the disability or death of a contributor not identified in question 1? <input type="radio"/> Yes <input type="radio"/> No   Social Insurance Number of that Contributor							
10. Payment Information  <b>Direct deposit in Canada:</b> Complete the boxes below with <u>your</u> banking information.  Branch number (5 digits)   Institution number (3 digits)   Account number (maximum of 12 digits)  _____  Name(s) on the account   Telephone number of your financial institution  _____							

**Sharing your direct deposit information with the Canada Revenue Agency**

For Employment and Social Development Canada (ESDC) and the Canada Revenue Agency (CRA) to share your personal and direct deposit information, your consent is required.

By selecting "I agree", you agree with these two statements:

- I consent to ESDC sharing with the CRA my direct deposit information entered on this form for any payments I may receive from the CRA.
- I consent to ESDC sharing with the CRA my Social Insurance Number, last name, and date of birth so that the CRA can identify me correctly.

If you select "I do not agree", your information will not be shared.

☐ I agree    ☐ I do not agree

**Direct deposit outside Canada:**

For direct deposit outside Canada, please contact us at 1-800-277-9914 from the United States and at 613-957-1954 from all other countries (collect calls accepted). The form and a list of countries where direct deposit service is available can be found at [www.directdeposit.gc.ca](http://www.directdeposit.gc.ca).

**Section B - Declaration and signature - To be completed by student after the start of first day of class**

Your personal information is collected under the authority of the *Canada Pension Plan (CPP)* and will be used to determine your benefit eligibility and entitlement. The Social Insurance Number (SIN) is collected under the authority of section 52 of the *CPP Regulations*, and in accordance with the Treasury Board Secretariat Directive on the SIN, which lists the CPP as an authorized user of the SIN. The SIN will be used as a file identifier and to ensure your exact identification so that contributory earnings can be correctly applied to your record to allow benefits and entitlements to be accurately calculated.

Submitting this application is voluntary. However, if you refuse to provide your personal information, the Department of Employment and Social Development Canada (ESDC) will be unable to process your application. Your personal information may be shared within ESDC, with any federal institution, provincial authority or public body created under provincial law with which the Minister of ESDC may have entered into an agreement and/or with non-governmental third parties for the purpose of administering the CPP, other acts of Parliament and federal or provincial law as well as for policy analysis, research and/or evaluation purposes however, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you. The information may be shared with the government of other countries in accordance with agreements for the reciprocal administration or operation of the foreign pension program and of the *CPP* and *Old Age Security Act*.

Your personal information is administered in accordance with the *CPP*, the *Privacy Act*, the *Department of Employment and Social Development Act* and other applicable laws. You have the right to the protection of, access to, and correction of your personal information, which is described in Personal Information Bank Canada Pension Plan Program (ESDC PPU 146). You can ask to see your file by contacting a Service Canada office. Instructions for requesting personal information are provided in the government publication entitled *Info Source*, which is available at the following web site address: [www.canada.ca/infosource-ESDC](http://www.canada.ca/infosource-ESDC). *Info Source* may also be accessed on-line at any Service Canada Centre.

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information at: [www.priv.gc.ca/en/report-a-concern](http://www.priv.gc.ca/en/report-a-concern).

**Important note:** If you make a false or misleading statement, you may be subject to an administrative monetary penalty and interest, if any, under the *Canada Pension Plan*, or may be charged with an offence. Any benefits you received or obtained to which there was no entitlement would have to be repaid.

I hereby declare that, to the best of my knowledge and belief, the information given above is true and complete. I understand I must notify Service Canada should I **interrupt, terminate or reduce** my attendance at school or university.

I hereby authorize the above school or university to provide the Canada Pension Plan Administration with information regarding my enrolment and attendance.

I hereby authorize the *Canada Pension Plan Administration* to provide information regarding my enrolment and attendance with the above school or university.

**Signature of student**Date of application  
YYYY-MM-DDTelephone number  
(including area code)

**Section C - Only to be completed by the school or university if you are not submitting a proof of enrolment document completed after the start of the first day of class. This section can only be completed after the start of the first day of class.**

To the best of our knowledge and belief, the answers to the questions in Section A above, are correct unless otherwise stated below:

Additional comments:

**Does the above noted course load meet or exceed the minimum requirement to be considered a full-time student at your school or university?**

☐ Yes ☐ No

Name and address of school or university

Name of authorized person

Signature

Title

Date

Telephone number

**FOR OFFICE USE ONLY**

**Approved pursuant to Section 59 of the Canada Pension Plan for continuing payment until advised otherwise.**

Authorized signature \_\_\_\_\_

Date \_\_\_\_\_



Service  
Canada

## Service Canada Offices Canada Pension Plan (CPP) - Declaration of Attendance

### Mail your forms to:

The nearest Service Canada office listed below.

From outside of Canada: The Service Canada office in the **province where you last resided**.

### Need help completing the forms?

Canada or the United States: **1-800-277-9914**

All other countries: **613-957-1954** (we accept collect calls)

TTY: **1-800-255-4786**

**Important:** Please have your social insurance number ready when you call.

### NEWFOUNDLAND AND LABRADOR

Service Canada  
PO Box 9430 Station A  
St. John's NL A1A 2Y5  
CANADA

### PRINCE EDWARD ISLAND

Service Canada  
PO Box 8000 Station Central  
Charlottetown PE C1A 8K1  
CANADA

### NOVA SCOTIA

Service Canada  
PO Box 1687 Station Central  
Halifax NS B3J 3J4  
CANADA

### NEW BRUNSWICK AND QUEBEC

Service Canada  
PO Box 250  
Fredericton NB E3B 4Z6  
CANADA

### ONTARIO

**If your parent is receiving a CPP Disability benefit**

Service Canada  
PO Box 2020 Station Main  
Chatham ON N7M 6B2  
CANADA

### ONTARIO

**For postal codes beginning with "L, M or N"**

Service Canada  
PO Box 5100 Station D  
Scarborough ON M1R 5C8  
CANADA

### ONTARIO

**For postal codes beginning with "K or P"**

Service Canada  
PO Box 2013 Station Main  
Timmins ON P4N 8C8  
CANADA

### MANITOBA AND SASKATCHEWAN

Service Canada  
PO Box 818 Station Main  
Winnipeg MB R3C 2N4  
CANADA

### ALBERTA / NORTHWEST TERRITORIES AND NUNAVUT

Service Canada  
PO Box 818 Station Main  
Winnipeg MB R3C 2N4  
CANADA

### ALBERTA / NORTHWEST TERRITORIES AND NUNAVUT

**If your parent is receiving a CPP Disability benefit**

Service Canada  
PO Box 2710 Station Main  
Edmonton AB T5J 2G4  
CANADA

### BRITISH COLUMBIA AND YUKON

Service Canada  
PO Box 1177 Station CSC  
Victoria BC V8W 2V2  
CANADA

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