

## How to Apply for Employment Insurance In Canada\*

*Please note that this information is provided for informational purposes only and does not constitute legal advice or a guarantee of a result.*

We understand that applying for Employment Insurance (EI) can be stressful. Our hope is to provide you with as much help as we can to make this process smooth.

Please be aware, you do **NOT** need your Records of Employment (ROE) in order to SUBMIT your EI application.

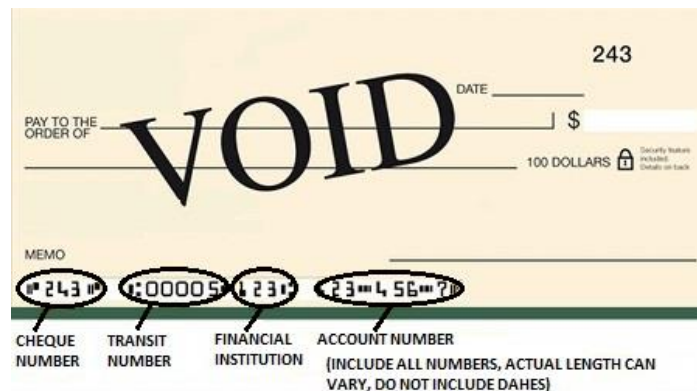
At this time, you must apply online for EI.

Please note that this process will take approximately **60 minutes online**. Any incomplete application will be saved for 24 hours with your temporary password but will be deleted after this time expires and you will have to restart.

In order to apply, you will need to have the following personal information on hand:

1. your Social Insurance Number (SIN)\*\*
2. mother's maiden name
3. both your mailing AND residential address\*\*\*— this includes postal codes
4. if you want to apply for direct deposit of your EI, the following banking information is required:
  - (a) financial institution name and number,
  - (b) the branch number, and
  - (c) your account number

This information can be found on a personal cheque, see below:



\*This information has been collected from the [Service Canada Website](#). UPFH LLP does not hold any rights to this information.

\*\*SIN numbers beginning with 9 will need to provide proof of immigration status AND work permit

\*\*\*If you do not have a usual place of residence you must apply at a Service Canada Centre  
Cheque image provided by Google Public Images and altered by UPFH LLP

5. the names and addresses of all employers you worked for in the last 52 weeks, as well as the dates of employment and reasons you are no longer working for these employers;
6. your detailed version of the facts, if you quit or were dismissed from any job in the last 52 weeks; and
7. the dates (Sunday to Saturday) and earnings for each of your highest paid weeks of insurable earnings in the last 52 weeks or since the start of your last EI claim, whichever is the shorter period. This information will be used, along with your Record(s) of Employment, to calculate your weekly EI benefit rate.

### Special Benefits

If you are applying for special benefits, the following are required for each division:

- Parental Benefits: SIN of the other parent
- Sickness Benefits: Medical Certificate
- Compassionate Care Benefits: medical certificate and information about the gravely ill family member (i.e. first and last name, date of birth, and residential address)

Please read the [eligibility requirements](#) set out by the Government of Canada. When you are ready to begin the process, click [here](#) to obtain a form.

Be sure to read the form and each questions slowly and carefully.

If you require help, please visit your local Service Canada location.

Une copie de la demande est disponible en français [ici](#).

### **I've Applied, Now What?**

Once you have completed your application and your ROE has been received (if it was not already submitted), it will take approximately 28 days\*\*\*\*. There may also be one week that you will not be paid EI, this is referred to as a “waiting period”. The Government of Canada explains that “the waiting period is like the deductible that you must pay for other types of insurance”.

After submitting your complete application, a four-digit code will be sent to your via regular mail. You MUST use this code to access your claim, keep it somewhere safe and confidential! It is important to note that receiving this code does not guarantee that you have been approved to receive IE, but provides access to your account to monitor it if approved or to request a reconsideration if you are denied.

If you are not eligible to received EI, you will be contacted directly either by telephone or with a physical letter to the mailing address you provided in the application.

\*\*\*\*This is an estimate provided by Service Canada, each application may differ

It is important to read through everything related to your application carefully. This information explains how to maintain your application including your mandatory [bi-weekly EI report](#).

You are encouraged to view the Government of Canada [website](#) and access their user friendly guides, job finders and other information that may be useful to you during this time.