

Tuition and Education Credit (T2202) Tax Receipts

Version 8

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A T2202 Tuition and Enrolment Certificate is an official tax receipt that allows you to calculate how much you can claim on your income tax return. They are issued to students who have paid \$100 or more in [eligible fees](#).

T2202 Tax Receipts are applied for a tax year which is a calendar year. For example, a T2202 receipt for 2019 would include anything eligible for a Tuition and Education Credit from Jan. 1, 2019 to Dec. 31, 2019. An eligible tuition and education credit is determined by the Canada Revenue Agency and is applied by Seneca.

Requesting T2202 Tax Receipts

For Students With Access to Student Home

1. Log in to [Student Home](#)
2. Select the Financial Account tile
3. Select Account Services, then select T2202 Tax Receipt
4. Select the magnifying glass icon, then select the year you would like to download the receipt for
5. Select View/Print T2202 Tax Slip

Ensure your pop-up blockers are disabled on your internet browser. Tax receipts are in PDF format and you will require Adobe Reader or other compatible software to view and print the document.

For Students Without Access to Student Home

If you can no longer access your Student Home, you can download your T2202 by logging in to your [Former Student Portal](#).

SIN/ITN Number

The Canada Revenue Agency (CRA) requires all designated educational institutions in Canada to file T2202 Tuition and Enrolment Certificate forms as well as T4A (if applicable) with the CRA and to make them available to students by the end of February of the following year. In order to file this information, a SIN/ITN number is required for all students.

Subsection 237 of the Income Tax Act requires that you provide your SIN, upon request, to the preparer of the tax information slip. For more information on this requirement, as well as other information for students and income tax, please visit the CRA website via the following links:

- [Social Insurance Number \(SIN\)](#)
- [Students and Income Taxes](#)

[View our Privacy Notice](#) or access the “SIN/ITN Number” page link on Student Home under the “Profile” tile.

You can use this page to enter your SIN number, or in the case of a temporary SIN/ITN, update the number and/or expiry date. If you are experiencing any difficulties with this page or for any other changes, please contact [The Service Hub](#).

Instructions

If the SIN/ITN shown below begins with 999, you will need to enter your current SIN/ITN number. If you have a temporary SIN/ITN with an expiry date in the past, you will need to supply a new number and/or expiry date.

1. in Student Home, select the “Profile” tile
2. select the “SIN/ITN Information” link
3. select the “Edit SIN/ITN” button
4. enter your SIN (and expiry date, if applicable) following the format shown on the page.
Note: if you have a temporary SIN/ITN (number starts with a 9), you must also enter an expiry date which can be found on your documentation from the Canadian government
5. select “Save”

tags : registrar-form