



The  
Careers  
Service.



# Handout

## Obtaining a National Insurance Number

Most UK students living in the UK receive a National Insurance Number (NINO) on reaching 16 years. Students who do not have a National Insurance Number (including both EEA and non-EEA students) will need to follow the procedure below to obtain one. Applicants must have the right to work in the UK.

Students who are actively seeking work may apply for a National Insurance Number by telephoning the following number:

**0845 600 0643**  
**(8.00-18.00 Monday – Friday)**

An interview will be arranged locally (usually within 18 working days) and you will receive a decision on your application within 4 weeks from the date of interview.

In order to apply for a National Insurance Number you will need:

- Evidence of your identity (NB. photocopies are not acceptable) e.g. passport (if you have dual nationality, you must bring both passports), national identity card
- Evidence of your address in Sheffield e.g. a utilities bill, bank statement or tenancy agreement
- Evidence that you are a student studying at the University of Sheffield
- Police registration document/ Home Office document (if applicable)
- Bulgarian and Romanian nationals must take their registration certificate (work permit)

It may also help your application if you have evidence that you are actively seeking work e.g.

- Letter confirming an interview offer
- Letter offering employment

NB. Please see a member of staff at the Student Jobshop if you are unable to provide evidence that you are actively seeking employment. If you actively use MyVacancies (the Careers online Vacancy Service) then the Jobshop can provide a letter stating this and this letter can be provided as evidence that you are looking for work. Please note, not all Jobcentre Plus offices may accept this as evidence.

It is **not essential** but is advisable to have a National Insurance Number before commencing work. If you supply employers with your date of birth and your gender, this will enable them to employ you.

Further information about the requirement for National Insurance Numbers is given in the British Council/ Department for Innovation Universities and Skills booklet:

***'Finding your way to work***

***International students: working in the UK 2009-10'***

Available at: [http://www.educationuk.org/downloads/find\\_your\\_way\\_to\\_work\\_0910.pdf](http://www.educationuk.org/downloads/find_your_way_to_work_0910.pdf)