

NATIONAL INSURANCE NUMBERS

Welcome to Advice Direct... the Advice and Representation Centre's (ARC) written information service.

This leaflet is designed to provide you with information on how to get a National Insurance Number.

Why do I need a National Insurance Number?

Everyone working in the UK should have a National Insurance (NI) Number. Employers have to make a record of your number and submit this to the government in order for you to make NI contributions (if your earnings reach the NI limit). Your NI number is used as a reference number for the whole benefits and tax credits system.

I'm a UK student, but I haven't got an NI Number. I think I did have an NI Number, but I have mislaid it...

If you were resident in the UK on your 16th birthday, you will have received an NI number. If you are pretty sure that you have been issued with an NI Number and have lost or forgotten your number, call the National Insurance Helpline on **0300 200 3502**– open Monday to Friday 8.30am to 5pm). Alternatively you can fill in form CA5403 found on the HMRC website and return it to the address given on the form.

Your NI number may be on official paperwork such as: your P60 (end of year tax statement, given to you by your employer), a payslip, a copy of your annual Self-Assessment tax return or any other official correspondence.

I'm a UK Student, but I was living overseas on my 16th birthday, so I have never received an NI Number...

You need to follow the instructions on how to apply for an NI Number, as below, for an EU student.

NATIONAL INSURANCE NUMBERS

Can I start work without an NI Number?

Yes, you can start work in the UK without a permanent NI number, as long as you can prove to an employer that you are eligible to work in the UK. **All employers will ask new employees for their passport or Identity Card** (Europe only) (or you can supply a full birth certificate if you are from the UK). If you cannot prove eligibility to work in the UK, you will not be able to work.

Employers, who work with the Job Zone, have agreed to our Code of Practice, and should understand that there will be international students, with eligibility to work in the UK, that will not yet have an NI number.

If an employer is unsure about employing you without your NI number (and you have shown them evidence to show you can work in the UK) there is a government help-line number they can call on: **0300 200 3200**.

If you have any problems with employers regarding this issue, then please come in to see us in the **Job Zone**. If you have questions about your eligibility to work in the UK, you will need to speak to **an ARC Advisor in the Guild**.

If you do start work without a NI number, it is really important that you apply for a NI number **as soon as possible** after starting work. Please don't leave it, or you will start to receive letters from HMRC (HM Revenue & Customs), and it could cause problems for your employer too.

International Students and National Insurance Numbers

All international students and dependants will not have an NI number when they arrive in the UK (unless you have previously lived in the UK and previously applied and received an NI number when you lived here before).

If you are an international student or dependant and you need an NI number, because you are about to start work here in the UK, you will need to apply for your NI number.

NATIONAL INSURANCE NUMBERS

The Department for Work & Pensions (DWP) gives priority to NI Number applicants that have already been offered a job. **Applicants are required to provide confirmation of this current job or job offer** (e.g. a contract, letter from employer, or recent payslip) when applying.

It is possible to apply for an NI Number prior to getting a job, but you **must be able to prove that you are actively seeking work**. You will be asked to show more than one piece of evidence of this (e.g. recent correspondence with employers, proof that you have recently registered with a recruitment agency, photocopies of recent applications forms). Unless you have sufficient evidence of actively seeking work, or proof of current employment, your application for an NI Number may not be successful.

How to Apply for an NI Number – EEA Students and Dependants

Please read the section above on 'International Students and National Insurance Numbers' first.

Students and dependants from the EEA (European Economic Area) – this includes all students and dependants from EU (European Union) countries, including countries that joined the EU in recent years (please speak to one of the Job Zone office staff if you are unsure) – **can apply as follows:**

To apply for a NI number you can call the Jobcentre Plus Application line on **0345 600 0643**.

You will be asked for the following information: **full name & address including postcode, contact telephone number, date of entry into the UK, details from your passport or European Identity Card** (you must have this with you when you call).

You may also be asked for the full name and address including postcode of employer, and contact number of employer, if you have already been offered a job or are currently working. If you are applying on the basis of 'actively seeking work', you may be asked about this.

If you are able to answer all the questions, you should be **immediately**

NATIONAL INSURANCE NUMBERS

allocated an NI number interview time and date at a local Jobcentre Plus office (most likely to be the 'Birmingham City' branch based on Summer Row in the city centre), so **make sure you have your availability ready** and be prepared to make a note of the interview details. You will receive a letter confirming this interview within a few days of your call.

You will be asked to take documents such as your **passport, contract of employment and ID** to your NI number interview at the Jobcentre Plus office. It is also very beneficial to take along a **University statement, available from the Academic Services Enquiry Desk in the Main Library**, confirming that you are studying here.

This interview is quite short, and enables the Jobcentre Plus to check your documents in person. You will then be sent your NI number in the post, followed by your NI number card (which looks similar to a credit card) within a few weeks.

How to Apply for an NI Number – Students and Dependants from Outside the EEA

Please read the section above on 'International Students and National Insurance Numbers' first.

Students and dependants from all countries outside the EEA (European Economic Area) **can apply as follows:**

To apply for a NI number you can call the Jobcentre Plus Application line on **0345 600 0643**.

You will be asked for the details from your passport, including the passport number (so you must have this with you when you call). The DWP will use this information to check your current visa status. You will also be asked for your full postal address here in the UK, including postcode, and for your telephone number.

NATIONAL INSURANCE NUMBERS

You will then receive further correspondence a few days later. This is most likely to be in the form of a letter, so please look out for it. In some cases, you may receive a phone call. This correspondence will give you further information about your NI number application process.

IMPORTANT:

Once you have a permanent NI number, keep it safe, as your NI number will remain valid for any job you have in the UK in the future.

For information on when you will need to pay National Insurance, and how much, please see our 'Students & Income Tax' advice direct – also available from the Job Zone.

NATIONAL INSURANCE NUMBERS

Sources Of Help

Advice & Representation Centre (ARC), Guild of Students

Email: thearc@guild.bham.ac.uk

Visit the website at: <http://www.guildofstudents.com/support/thearc/>

Advice & Representation Centre Opening Hours (Term Time)*

Monday - Friday	10am — 4pm
<i>Diagnostic Drop In Clinics</i>	<i>12-2pm</i>
Saturday & Sunday	CLOSED
*Vacation Periods	12 noon – 2pm

Jobzone, Guild of Students

Email: jobzone@guild.bham.ac.uk

Website: <http://www.guildofstudents.com/jsv/>

gov.uk

Further information on applying for a National Insurance Number

<https://www.gov.uk/apply-national-insurance-number>

International Students Advisory Service (ISAS)

Further information for current and prospective international students

<http://www.as.bham.ac.uk/studentlife/international/index.shtml>

Jobcentre Plus

Jobcentre Plus Application line: 0345 600 0643.

To find your local Jobcentre Plus:

<http://www.government-online.net/jobcentre-plus-birmingham>

National Insurance Number enquiries line Pay and Work Rights Helpline

Telephone: 0300 200 3500

Telephone: 0800 917 2368

Disclaimer: The information on this leaflet only provides general guidance on employment law. The leaflet should not be regarded or relied upon as a complete or authoritative statement of employment law, policy or procedures. The ARC will not accept any liability for any claims or inconvenience as a result of the use of information on this leaflet.

© Advice & Representation Centre 2015

Published By Advice & Representation Centre,

Guild of Students, University of Birmingham, Edgbaston Park Road, Birmingham, B15 2TU
[national insurance]