

# 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.

***NINOs are issued FREE of charge – please do not pay any agency to help you to obtain a NINO.***

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

*(NB calls may be charged from mobile phones – SSID in the Students' Union have a telephone available to use free of charge):*

**0800 141 2075**  
**(\*2207 if using SSID phone - free of charge)**  
**(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 following your interview – please note this can take up to 6 weeks, so please do not chase until 6 weeks have elapsed.

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 eg Ucard
- [Biometric Residence Permit](#) (BRP) – non-EU/UK nationals
- Police registration document/ Home Office document (if applicable)

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

- Letter/email confirming an interview offer
- Letter/email offering employment

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.

