

How to Obtain a National Insurance Number

➤ What is a National Insurance number?

Employers may ask for a National Insurance number when you apply for a job vacancy, complete an application form or start work. National Insurance is a compulsory government tax that is automatically deducted from your pay if you earn more than £162 per week from a job.

➤ Who pays National Insurance contributions?

Everyone who works in the UK and earns more than £162 per week must pay National Insurance contributions; international students are not exempt. You cannot claim National Insurance contributions back.

You will need to apply for an NI number if you have started or are about to start work.

➤ How to get a National Insurance number:

- You will need to travel to a Jobcentre Plus office where they carry out National Insurance Number interviews
- Telephone 0800 141 2075 between 8.00am and 6.00pm, Monday to Friday, to book an appointment for an interview.
 - If you are hard of hearing, or have speech difficulties, call the textphone on 0800 141 2438.
 - You will need to attend an interview in the appointed Jobcentre Plus office. This interview is to check your identity and, where applicable, your right to work.
- When they give you a date for your interview, they will tell you what information or evidence to bring with you.

➤ How long will it take?

Jobcentre Plus will write and let you know whether your application was successful and, where appropriate, tell you what your National Insurance number is.

Please note that staff from Jobcentre Plus occasionally visit the University to carry out appointments, so please check with Careers Service staff to see whether they have any appointments available. Telephone 01970 622378, e-mail careers@aber.ac.uk or call into our office in the Students' Union, next door to the shop for further information.