

Getting a National Insurance Number

Guide for International and EEA students

1: National Insurance Numbers are free, do not pay for one!

2. Everyone who works in the UK in a regular paid role is required to have a National Insurance (NI) Number which is a unique personal reference number for all your tax/employment affairs. Your National Insurance Contributions vary depending on how much you earn.

3. If you are an international or EEA* student and are intending to get paid employment in the UK, we suggest applying for a NI number once you start looking for work. To apply you will need to contact



0800 141 2075 or visit <https://www.gov.uk/apply-national-insurance-number>

4. Depending on your nationality and where your visa was issued, you will either be invited for an interview at a Jobcentre Plus office or you will be asked to complete a postal application (interviews will be in Taunton or Plymouth). The purpose of the interview and the postal application is to check your identity and to ensure that you have a legal right to work in the UK. You may need the following documents:

- Passport and visa (if applicable)/Biometric Residence Permit (If dual nationality, both passports)
- Confirmation of your address – bank statement, rental agreement, utility bill, etc.
- Confirmation of study letter/student card
- If you are working, name and contact details of employer and other evidence of employment, such as a letter from employer/contract/payslip

5. After your application it can take around 6 weeks until you receive a letter with your National Insurance number. You are allowed to start work before you receive your NI number, provided you can show an employer you have applied for it or will be employed under the tax limit and have the right to work in the UK. Your NI number will remain the same, meaning if you leave the UK and return to work here in the future, you can use the same number.

** Information for Croatian students: If you are a Croatian national and have a valid Tier 4 student visa with work permission, you can continue to work under the terms of that visa until it expires. After that time, in order to work legally while you are a student, you need to apply for a yellow registration certificate (unless you are exempt). You will need this certificate before you can make an appointment to get a National Insurance number and employers will want to see it when they recruit you. Please contact J Hardwick at the Career Zone for more information.*

If you would like to use our telephone lines please come to the Career Zone and if you have any questions about completing the form please book an appointment in the Career Zone with J Hardwick.

Getting a Work Experience in the UK

Guide for International and EEA students

** INTO Students please see last section

Looking to gain any kind of work experience?

- Book a **Job Search appointment**: This is a 15 minute meeting with an adviser who can guide you towards the best opportunities that suit your aims and experience level. *Book an appointment in the Career Zone.*
- Have your **CV checked**: We will make sure you are making the most of yourself when applying for opportunities. *Book a review at the Career Zone desk.*
- **Volunteer**: This is a great way to get work experience in the UK and roles are available to suit every one. Have a look on **MyCareerZone** and join the University's largest student society: www.exeterquild.org/esv/

Looking for paid or specific work experience?

- Many **paid part time vacancies** suitable for students are added to **MyCareerZone** daily. Opportunities range from one day event work on campus to ongoing part time positions working on campus and in the city centre mycareerzone.exeter.ac.uk
- Visit the **Casual Jobs Fair**. We run two of these each year. Meet local employers and find out about their current vacancies. <http://ex.ac.uk/casualjobsfair>
- The following schemes can also help you gain specific work experience: **SCPs / SBPs / London Internships / Green Consultants / Pathways to Trade / Pathways to Culture / Access to Internships**. Find out more: <http://www.exeter.ac.uk/careers>
- If you are from overseas and are applying to work in a paid role in the UK you may need a **National Insurance Number (NINo)**. It is free to get one. Read our **National Insurance** guide on the next page.

**INTO Students (Appointments are only for students studying at the University of Exeter)

- Visit the **Casual Jobs Fair**. We run two of these each year. Meet local employers and find out about their current vacancies. <http://ex.ac.uk/casualjobsfair>
- Whilst MyCareerZone is unavailable for INTO students lots of vacancies are advertised locally in town and many large retailers have their own websites where they advertise jobs. A list is available: <http://www.exeter.ac.uk/careers/casualjobs/>