



Working in the UK as a European Student

As a European citizen you are allowed to work in the UK as you are a member of the EEC the European Economic Community.

To do so, you must be issued with what is called a **National Insurance number**, locally called an NI number. Only **Job Centres** <http://www.birmingham.gov.uk/jcb> are legally allowed to issue NI numbers.

In order to apply for and obtain your NI number, the following steps must be followed and observed:

1. Call the Job Centre Plus on 0845 600 0643. Calls to this number from a mobile phone or non-British Telecom line can be expensive and can take up to 5 minutes.
2. You will be asked your personal details such as name, date of birth, address, etc.
3. You will be given an appointment at a Jobcentre Plus closest to your home address.
4. For the appointment, remember take the necessary documents (if you have been instructed to do so); but above all take your photo identification, preferably a passport or travel document.
5. Your NI number in the form of a card will be sent to the home address that you gave to the Job Centre Plus at the time of your telephone and personal interviews.
6. Processing your NI number can take up to maximum of six (6) weeks from the time of your initial call in Step 1 above.
7. Upon receipt of your NI number keep it in a safe place so as deter any form of fraudulent actions.
8. Your NI number is unique to you and it is illegal to transfer its usage to anyone else.

