



## Fast Path National Insurance Number Scheme

### Information for New Starters

When you start employment in the UK you have to apply for a National Insurance number (NI) from the Department of Work and Pensions (DWP).

If you currently do not have a National Insurance Number then you may be eligible to apply for one via the Department of Work and Pensions Fast Path National Insurance Number Scheme. This scheme removes the need for you to visit a Department of Work and Pensions office to apply for a National Insurance number.

**The scheme is open to successful work permit holders and EU Nationals employed in the following job categories at the School:**

- Research Officer
- Research Fellow
- Senior Research Fellow
- Professorial Research Fellow
- Assistant Professor
- Associate Professor
- Professor

The scheme is also open to employees who have been successful in applying to the Highly Skilled Migrant Programme. Please note that this scheme excludes the spouses/ dependents/partners of work permit holders.

#### **What to do if you wish to apply for a National Insurance Number through the Fast Path National Insurance Number Scheme:**

Please email [HR.Pay.Info@lse.ac.uk](mailto:HR.Pay.Info@lse.ac.uk) requesting a Fast Path National Insurance Number Application Form. Include in the title line of the email DWP Fast Path Scheme Ref: CA5047.

The Human Resources Division will then request the form on your behalf from DWP.

Once the Human Resources Division receives the application form, the form will be posted to you.

The application form will need to be completed by yourself. Please ensure you include the following information:

#### **EU Nationals:**

Photocopy of your personal details page of your passport (including photograph and signature)

or

Both sides of your National Identity card.

#### **Work Permit Holders:**

Photocopy the personal details page of your passport (including photograph and signature)

Photocopy your Current UK Entry Clearance Visa

Photocopy all previous UK entry stamps

Photocopy of your UK Work Permit

The form needs to be completed and returned to Human Resources at the following address:

Human Resources, Sardinia House  
The London School of Economics and Political Science,  
Houghton Street,  
London, WC2A 2AE

**Please note: You need to send it to Human Resources within 2 weeks of receipt of your application, as it must reach the DWP within one month of the date they dispatched the application to us. If DWP does not receive your application within one month, you will need to apply again.**

The Human Resources Division will then send the form to the DWP on your behalf.

If you have any questions please contact the Human Resources reception desk on 020 7955 6659.