



We inform you that from June 2024 it will be necessary to have the Social Security affiliation number (NSS) to register for the External Internships. This procedure must be done by the interested person and is essential to manage the Social Security registration during your stay in an institution to carry out the mandatory curricular practices for the Universitat de Lleida degrees.

**It is essential to be in possession of this number and to inform it at the time of registration. If you don't, you won't be able to do the internship.**

To facilitate this procedure, the Vice-Rectorate for Academic Planning and Quality has made a small guide on how to obtain it. This same information is also available on the web:

<https://www.seg-social.es/wps/portal/wss/internet/HerramientasWeb/9083f0b1-1cf1-411e-b483-7551440fa1a7/4889b709-f973-4cdf-9938-03ce2d6793b5/42e61207-c6be-46f6-b875-864a20c0c9b7>

**Procedures to perform to know your Social Security number or to obtain it:**

1. **Consult the Social Security number if you have already been assigned one:** through the [personal area](#) of the Importass Portal or through the [Acreditación del Número de la Seguridad Social](#) service.
2. **Request the Social Security number:** you can do it through the Importass Portal in the [Solicitar el Número de la Seguridad Social](#) service or through the [Enviar una solicitud](#) service.

To request a Social Security number, you must provide your ID, your contact details (mobile phone and email) and your usual address.

The procedure through the **Importass Portal** requires one of the following identification methods: CI@ve Permanente, CI@ve Pin o DNle.

Although it gives the option to identify yourself via SMS, this option is not valid if you do not have a Social Security number. Therefore, it cannot be used to request the membership number, only to notify changes.

In this way, you will receive **a notification of the resolution within 48 hours to 10 days.**



If you do not have Cl@ve Permanente, Cl@ve Pin o DNle, you must process the request by **Enviar una sol·licitud**. In this case, the procedure must be done with a device that has a camera to take a picture of you (computer, mobile phone...) to verify your identity.

In addition, you will have to fill out the [Social Security Number and Data Change Request \(Form TA.1\)](#) .

In this way, **the maximum resolution period is 45 days**, so we recommend that you make the request with enough time to have the number at the time of enrollment.

3. **Apply for the Social Security number in person at an office of the General Treasury of the Social Security** (previous appointment request). You will need your DNI, NIE or Passport.

We hope that this information can be useful for you and help you to complete this procedure, which is necessary since the law that requires students who do internships during their university studies to be registered came into force.

Receive a warm greeting,

Paquita Santiveri  
Vice Chancellor of Academic Planning and Quality