

EU SETTLEMENT SCHEME EMPLOYER BRIEFING INFORMATION



For more information on the EU Settlement Scheme, including the support available, visit
gov.uk/eu-settled-status

WHAT IS THE EU SETTLEMENT SCHEME?

What does it mean for me?

- If you are an EU citizen¹, you and your family members need to apply to the **EU Settlement Scheme** to continue living in the UK.
- The EU Settlement Scheme allows you and your family members to get the immigration status you will need to continue to **live, work and study** in the UK. This status means that you continue to be eligible for:
 - public services, such as healthcare and schools
 - public funds and pensions
 - British citizenship, if you want to apply and meet the requirements.

Who is eligible to apply?



You need to apply if you are an EU citizen or a non-EU family member of an EU citizen, this includes those with a UK permanent residence document.

You do not need to apply if you have indefinite leave to remain or enter, or you are an Irish citizen, but you can if you want to.²

Visit **GOV.UK** to find out more about your rights in relation to the EU Settlement Scheme.



You need to be a resident in the UK by 31 December 2020.³

If you have been a resident in the UK for five continuous years or more you will be eligible for **settled status**.

If you have been a resident for less than five continuous years you will be eligible for **pre-settled status**.



You must not be a serious or persistent criminal, a threat to national security, or have a deportation order, exclusion order or exclusion decision against you.

1 EU citizens used throughout refers to EEA and Swiss nationals, who are all eligible to apply to the EU Settlement Scheme.

2 Irish citizens do not need to apply, though they are able to do so if they want to. Non-Irish, non-British family members of Irish citizens will need to apply to the EU Settlement Scheme if they want to stay in the UK after 31 December 2020.

3 Or the date the UK leaves the EU, in the event of a no deal.

The EU Settlement Scheme applies to EEA and Swiss citizens:

Austria	Greece	Norway
Belgium	Hungary	Poland
Bulgaria	Iceland	Portugal
Croatia	Ireland	Romania
Republic of Cyprus	Italy	Slovakia
Czech Republic	Latvia	Slovenia
Denmark	Liechtenstein	Spain
Estonia	Lithuania	Sweden
Finland	Luxembourg	Switzerland
France	Malta	
Germany	Netherlands	

Family members

- If you are an EU citizen living in the UK, you and your family members can apply to the **EU Settlement Scheme**. Family members do not need to be from the EU; they can come from anywhere in the world (known as non-EU family members).
- Close family members include spouses, civil partners, unmarried partners, dependent children and grandchildren, and dependent parents and grandparents.
- Close family members who are not living in the UK by 31 December 2020⁴ can **join you in the UK** at **any point in the future**⁵. They will need to be able to show their relationship to you and it must still exist when they apply to come to the UK.
- Children born or adopted after 31 December 2020⁶ will also have their rights protected.



For more information on close family members please visit **GOV.UK**.

When can I apply?

The EU Settlement Scheme is open and you have until **30 June 2021**⁷ to apply. Application guidance can be found on **GOV.UK**. Once you have read the guidance, start your application at **gov.uk/eu-settled-status**.

⁴ Or the date the UK leaves the EU, in the event of a no deal.

⁵ Or until 29 March 2022, in the event of a no deal.

⁶ Or the date the UK leaves the EU, in the event of a no deal.

⁷ Or 31 December 2020, in the event of a no deal.

HOW DOES THE APPLICATION PROCESS WORK?

You can access the application online using a computer, tablet or mobile phone. Your application saves automatically, so if you want to, you can start and then complete it at another time. It is free to apply to the EU Settlement Scheme.



Basic information

The application asks for basic information like your name, address, contact details and nationality.



Proof of identity

Verify your identity and nationality using your passport, national identity card, or biometric residence card (if you are a non-EU citizen).



Proof of residence

Prove your residence in the UK by providing your National Insurance number, if you have one. Other documentation may be used, or required, to show proof of residence.



Criminality check

Complete the criminality check by declaring any criminal convictions. Only serious or persistent criminality will affect your application. This will not affect the vast majority of EU citizens and their family members.

You can get support over the phone or in person if you need online assistance.

KEY THINGS TO KNOW ABOUT THE APPLICATION

Proof of identity

To verify your identity you will need a valid passport or national identity card. If you are a non-EU citizen you can use a valid passport, biometric residence card or biometric residence permit. When you apply, there are several ways to verify your identity:



scan the EU Exit ID Document Check app on your identity document using an Android device (you can use a family member or friend's device).



visit an ID document scanning location which provides access to an Android device. A list of locations can be found at gov.uk/eu-id-scanner-locations.



send in your passport or national identity card to the Home Office by post. Once you start your application you will be provided with the address.

You will need to provide a digital photo of yourself which will be checked to make sure it matches the photograph on your identity document. Non-EU citizens will also need to provide fingerprint biometrics if they have not already done so, for the purposes of being issued a biometric residence card.

Proof of residence

- There are a number of ways to provide evidence of your residence. Providing your National Insurance number (if you have one) should help you prove your residence in the UK. It will help tell us whether you are eligible for settled or pre-settled status.
- There may be cases where residence cannot be proven automatically in this way and we may require additional evidence. If that happens, do not worry. You can easily submit further evidence online by uploading photos or scanning your documents into your application. For a list of suggested evidence that is accepted, visit gov.uk/eu-evidence-of-residence.

APPROVAL AND YOUR STATUS

Pre-settled status

If you receive pre-settled status (also known as limited leave to remain or enter) this means you can stay in the UK for a period of five years. This will allow you to remain in the UK until you are eligible for settled status, generally once you have lived continuously in the UK for five years.

Settled status

If you receive settled status (also known as indefinite leave to remain or enter) this means there is no time limit on how long you can stay in the UK.

You will usually be able to **apply for British citizenship** 12 months after you have received settled status.

Approval

Successful applicants will get **digital proof** of their status through an online service. Your family members who are from outside the EU will receive a biometric residence card if they do not already have one.



Your status will be stored electronically by the Home Office. Once you receive your status, details will be provided on how to access it on **GOV.UK**.



You will be able to prove your rights to others online, including employers.

Help will be available if you have difficulties using online services.



There will be no changes to Right to Work checks on EU citizens until 30 June 2021.⁸

If you are an EU citizen, you can continue to use your passport or national identity card as proof of your rights until 30 June 2021.⁹

⁸ Or 1 January 2021, in the event of a no deal.

⁹ Or 31 December 2020, in the event of a no deal.

FIND OUT MORE AND SUPPORT AVAILABLE

Find out more

Visit gov.uk/eu-settled-status to:

- access the application guidance
- start your application at gov.uk/apply-eu-settled-status
- find out about next steps and citizenship

Support available

Support is available if you need help to complete your application, including:



EU Settlement Resolution Centre

For individual questions about your application call **0300 123 7379** (Mon–Fri, 8am–8pm and Sat–Sun, 9.30am–4:30pm) or +44 (0) 20 3080 0010 from outside the UK. Find out about call charges on gov.uk/call-charges.

You can also ask a question using the online submission form eu-settled-status-enquiries.service.gov.uk. For more information visit [GOV.UK](https://gov.uk).



Assisted Digital

This free service is available over the phone and in person if you do not have the appropriate access, skills or confidence to complete the online application form. Contact Assisted Digital by calling **03333 445 675** (Mon–Fri, 9am–5pm). For more information, visit gov.uk/eu-assisted-digital.



ID document scanning service

This service is available to complete the identity verification step if you do not have access to the EU Exit: ID Document Check app. There may be an administrative fee to use this service. For a list of ID document scanning locations, visit gov.uk/eu-id-scanner-locations.



Community organisations

A list of grant funded community organisations providing EU Settlement Scheme support will be available on [GOV.UK](https://gov.uk).



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