

EU Settlement Scheme

Pilot

Important information for EU citizens in the UK

Autumn 2018





PURPOSE OF THIS DOCUMENT

You can use the information in this pack to increase awareness about the EU Settlement Scheme and what EU citizens need to know and do.

As your organisation is participating in this pilot, this pack contains additional information to support staff through the end-to-end process of applying. The application process is the same as the process that will be used in the public launch in March 2019.

This briefing pack has been designed so you, as an employer, do not need to interpret the information for staff and can deliver the materials directly.

This briefing pack provides **key information about the EU Settlement Scheme** and the **pilot running at your institution.**

You can share it directly with your **leadership, HR, line managers of EU citizen employees** and **EU citizen employees, and employees who are family members of EU citizens.**

The content can be **used in webinars or face-to-face presentations.**



WHAT IS THE EU SETTLEMENT SCHEME?

What does it mean for EU citizens?

- **European Union (EU) citizens and their family members who want to stay in the UK beyond 31 December 2020 will need to apply to the EU Settlement Scheme.**
- The EU Settlement Scheme allows EU citizens and their family members to continue to live, work and study here in the UK. It means they will continue to be eligible for:
 - public services, such as healthcare and schools
 - public funds and pensions
 - British citizenship, if they want to apply and meet the requirements.

Who is eligible for the EU Settlement Scheme?

- ✓ You need to be an EU citizen or a non-EU family member of an EU citizen*. You will **not need to apply if you're an Irish citizen.**
- ✓ You need to be a resident in the UK by the end of the planned implementation period on 31 December 2020. If you have been a resident in the UK for more than 5 continuous years when you apply, you will be eligible for settled status. If you have been a resident for less than 5 years when you apply, you will be eligible for pre-settled status. For more information visit [GOV.UK](https://www.gov.uk).
- ✓ You must not be a serious or persistent criminal or a threat to national security.

When does the EU Settlement Scheme fully open?

- **The EU Settlement Scheme will open fully by March 2019.** EU citizens and their family members will have until 30 June 2021 to apply and their rights will remain unchanged until then, provided that they are resident in the UK by 31 December 2020.

* EU nationalities include: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain or Sweden. We are in discussions with Norway, Iceland, Liechtenstein and Switzerland about securing the status of their citizens who are resident in the UK.



WHAT IS THE PILOT?

What is it and why is it happening?

- More than 3 million EU citizens currently live in the UK, so the Home Office expects a large number of applications to the EU Settlement Scheme. The Home Office is using a pilot phase to allow it to test the system and processes ahead of the public launch.
- This is the second **pilot of the application process that EU citizens will use** when the Scheme opens fully next year. It will be an opportunity for them to feed back on their experience to help improve the process before the public launch in March 2019. We are running a series of pilots, with a wider roll-out to the health and social care sector from 29 November.

Who is eligible to apply in this pilot?

- **This pilot is open to you if you are an EU citizen, or non-EU citizen family member of an EU citizen, and you are working at an educational institution registered as a Higher Education Institution on the Tier 4 sponsor register.**
- Negotiations are still ongoing regarding the terms of the EU Settlement Scheme for citizens from **Norway, Iceland, Lichtenstein or Switzerland**. As a result, citizens from these countries will not be able to participate in this pilot
- You will only be able to take part in the pilot if you are an EU citizen and have **a valid biometric passport** (this is an e-passport which has a digital chip). Non-EU citizen family members will only be able to apply during the pilot if they have a biometric residence card with 'EU Right to Reside' on the back, which they have applied for on or after 6 April 2015.
- Your family members who are eligible to apply to the EU Settlement Scheme will be **able to apply when the Scheme fully opens**. Your participation in the pilot allows your family members to link their application to yours, so there will be no need for them to resubmit any information/evidence required from you. You will also be able to provide your application reference number for your children's application, which automatically grants them the same status as you (subject to the other standard checks).



HOW DO I APPLY TO THE EU SETTLEMENT SCHEME IN THIS PILOT?



Register for an application

To apply, you need to register your email. Your university/institution will email you with the details of how to do this. **Make sure you can access this email address at any time.**



Before you apply

When you receive the application link it will include instructions on how to download the EU Exit: ID Document Check app via Google Play store*. **You will only be able to take part in the pilot if you can access the app.**



Criminality check

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



Proof of identity

Verify your passport with the EU Exit: ID Document Check app. **You will only be able to take part in the pilot if you have a valid biometric passport** (an e-passport which has a digital chip) or valid biometric residence card.



Proof of residence

Provide your National Insurance number, if you have one.

This will allow the Home Office to check your residence status automatically using government records.**



Payment

Provide payment details, if required.

The fee to apply is £65.

It will be free if you already have a valid permanent residence document or indefinite leave to remain.

*At the moment, you can only download the app on Android devices - an easy way to check if your device can use this app, is if your device has the technology to make contactless payments. If you do not have an Android device you will be able to use a family members/friend's app to verify your identity and then complete the application on any device you choose. There are no security risks in doing this and your data is not stored on the device.

**There may be cases where residence cannot be proven automatically in this way, particularly if you have not been working in the UK for the whole time you have been resident here. If this happens don't worry, It is simple and easy to provide additional evidence of your residence. Information on the other types of evidence you can use can be found on [GOV.UK](#). Alternatively, if you have a valid permanent residence document or valid indefinite leave to remain, you will just need to provide proof of that status.



HOW DO I APPLY TO THE EU SETTLEMENT SCHEME IN THIS PILOT?

How will it work?

- **The application process in the pilot is the same as the process in the EU Settlement Scheme when it opens fully**, and applications will be processed in the same way. However a key difference between the pilot and the public launch is that you will have to register your email **to get access to your application**. Successful applicants will receive the same settled status or pre-settled status outcome, though earlier than the wider population.
- **Criminality check:** The application will ask for basic factual information like names and addresses, as well as reference numbers such as your passport and National Insurance numbers. You will also be asked to complete a criminality check by declaring any criminal convictions. Only serious or persistent criminality will affect your application. This should not affect the vast majority of EU citizens and their family members.
- **Proof of identity:** The EU Exit: ID Document Check app is used to verify identity and is being tested in this pilot. During this pilot it will be the only way to verify your identity in the application process. You can download this app on Android devices - an easy way to check if your device can use this app, is if your device has the technology to make contactless payments. **If you do not have access to this app, you will not be able to apply in this pilot phase**. However, you can use a family member/friend's device for the step of verifying your identity. There are no security risks in doing this and your data is not stored on the device. A number of local authorities are offering an identity verification service to ensure those who do not have access to a suitable device are able to do so. Details of the locations where this service is being provided will be available on [GOV.UK](https://www.gov.uk) once the pilot launches. If you cannot get access to this app during the pilot there will be alternative ways for your to verify your identity once the Scheme launches by March 2019.
- **Proof of residence:** There are a number of ways to provide evidence of your residence. Providing your National Insurance number should help the majority of applicants demonstrate whether you qualify for settled or pre-settled status. But there may be cases where residence cannot be proven automatically in this way for a variety of reasons. If that happens, don't worry. You will be told if you need to give any further evidence which you can easily submit online by uploading photos or scanning your documents into your application. Information on the types of evidence you can use can be found on [GOV.UK](https://www.gov.uk).



WHAT WILL I RECEIVE AFTER APPLYING IN THIS PILOT?

My status

- If you receive **settled status** this means there is no time limit on how long you can stay in the UK. This is also known as indefinite leave to remain in the UK.
- If you receive **pre-settled status** (also known as limited leave to remain) 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 to apply for settled status, generally once you have lived continuously in the UK for five years. You only have to pay once – if you have been granted pre-settled status, it will be free when you apply for settled status after the UK leaves the EU.

How do I access my status?

- **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 and landlords.



WHERE CAN I FIND OUT MORE?

Pilot



Contact us about your application in this pilot

EU Settlement Scheme Resolution Centre by telephone:
Inside the UK **0300 123 7379**
Outside the UK **+ 44 (0) 20 3080 0010**
Find out about [call charges](#).
By asking a question using the [online submissions form](#).

EU Settlement Scheme



EU Settlement Scheme Toolkit

Our leaflets, posters and briefing packs explain more about the EU Settlement Scheme, how to apply and definitions of the key terms. These can be found on [GOV.UK](#).



GOV.UK

Visit the website www.gov.uk/eu-settled-status to:

- Get email alerts
- Get more detail on the EU Settlement Scheme
- Find out about next steps and citizenship