Guide to Completing an EU Settlement Scheme Application

This guide is for Queen Mary students who are applying to the EU Settlement Scheme to continue residence in the UK after the UK exits the European Union (Brexit).

You should also ensure that you read the Brexit: EU Settlement Scheme information on the Queen Mary Advice & Counselling webpages, the United Kingdom Council for International Student Affairs (UKCISA) & the UK Government websites.

Note: This guide is based on applicants to the EU Settlement Scheme using the app. For those who don’t have access to an Android phone, it is possible to book an appointment in an ID Document Scanning Location but there is usually a charge of around £14. Alternatively, you can send your ID documents to the Home Office by post.

Note: If applying to the EU Settlement Scheme while you are outside the UK, you can only apply using the Android app.

UKCISA

UK Government

The UK Government website has information about the existing (pre Brexit) options for EU, EEA & Swiss nationals and their family members as well as information about the EU Settlement Scheme. You should also read the information in the EU Settlement Scheme Caseworker Guidance which explains in detail the EU Settlement Scheme requirements. Annex A provides a list of documents that you can use to evidence your residence in the UK. The Suitability Requirements document explains some of the circumstances where an application may be refused. Ensure you meet the requirements before applying to avoid having a refusal on your immigration history.

If you are not sure whether to apply for the EU Settlement Scheme, you can use the online tool on the UK Government website to help you decide whether you need to apply.
This guide is divided into 11 sections

A: Completing the Identity section of the application using the EU Exit: ID document App
B: Continuing your application after using the EU Exit: ID document App
C: Application type section of the application
D: Residence in the UK section of the application
E: Criminal convictions section of the application
F: Submitting your EU Settlement Scheme application
G: Consideration for Settled of Pre-Settled Status
H: Applications by people under 21
I: Applications by non EU/ EEA/ Swiss nationals who are family members
J: Post Application: Certificate of Application, requests for more information & grant of status
K: Proving your right to work to an employer

Completing the EU Settlement Scheme Application

Step 1.
- Go to the UK Government website and read the information on the EU Settlement Scheme
  www.gov.uk/settled-status-eu-citizens-families
A: Downloading and Using the EU Exit: ID Document Check App – Completing the Identity section of the EU Settlement Scheme application

Step 2.
- Download the EU Exit: ID Document Check app onto an Android device. You will need to provide your email and phone number through the app, and have ready access to them, as you will need to confirm them to receive security codes to complete your application. Follow the steps through the app.

Note: Currently the app is only available on Android devices. However, the UK Government are in discussions with Apple on the use of their software which may be available later in the year. Read the UK Government guidance on using the app. Your Android device needs an NFC reader to be able to read the biometric information in your passport. Ensure you enable the NFC function before starting the process.

Step 3:
- Follow the instructions on the app to scan your passport (or National Identity card or Biometric Residence Card), read the biometric chip, scan your face and take a digital photo. You will also need to provide your email and phone number in order to confirm your identity and complete your application.
B: Continuing Your Application After Using EU Exit: ID Document Check App

Step 4.
- Return to UK Government website and follow links to Apply.
- Click on Point 4 on right side of screen “Apply”

Step 5.
- After clicking on “Start Now” click on “Log In” if you have already used the app to prove your identity.

Step 6.
- Choose identity document used.
5

Step 7. Enter your Identity Document details.
- This example is using a passport but you may have used your national identity card or biometric residence permit

Step 8.
- Enter your date of birth

Step 9.
- Choose to confirm your identity either by having a code sent by SMS or email.

Step 10. Input the code
- Input the code that was sent to you by SMS or email.
- Click on confirm.
C: Application Type section

This section of the application form consists of four main yes or no questions about whether you hold dual nationality, a Permanent Residence document in the UK or Indefinite Leave to Remain in the UK with follow up questions if you answer yes to any of them.

Note: The Identity section and Digital photo section is already complete if you have used the app. If you choose to prove your identity by sending your identity document to the Home Office, the digital photo will not be completed, you will need to upload a digital photo as part of the online application.

If you answer yes to this question, you will have two follow up questions:
Step 11.a
- If you answered yes to the dual nationality question, provide the other nationality.

Step 11.b
- If one of your dual nationalities is EU, you are asked to confirm whether it was from birth or the year you acquired the nationality.

Step 12. Previous Nationalities
- Confirm if you have held any previous nationalities.
- If you answer yes, you should provide details.

Step 13. Permanent residence card
- If you already have a UK permanent residence card choose Yes and then provide the details of your card.
- If not, choose No.
Step 13.a
- If you answered yes to the question on Permanent Residence Card, you should provide the card number here

Step 14. Indefinite Leave to Remain
- If you already have Indefinite Leave to Remain (ILR) choose Yes and then provide the details of your ILR
- If not, choose No

Step 14.a
- If you answered yes to the question about ILR provide the date

Step 15. Check your answers
- Check your answers and make any changes as necessary before progressing through the form.
D: Residence in the UK section

This section of the application consists of three main questions: your address in the UK, any previous names and your National Insurance Number.

Step 16. Residence in the UK
- Click on Residence in the UK

Step 17. Address
- Provide your UK address here.

Step 18. Previous names
- Give the details of any other names you have been known by. This can also include alternate spellings on official documents.
If you have been working within the last six months, the government can use your NINo to establish your residence for Pre-Settled status, without any further evidence necessary.

If you have been working continuously for the last five years, your NINo may be able to confirm your residence to obtain Settled Status without any further evidence necessary.

If your NINo does not confirm five years of work you will be considered for Pre-Settled status. If you believe this is incorrect you can challenge this later in the application process before finalising.

If you haven’t applied for a NINo because you haven’t been working you will be able to use other evidence to show residency in the UK (eg. Student Status letter from Queen Mary). However, if you are working you should ensure you get a NINo. You can find details on the UKCISA website.

Step 18.a.
- If you answered yes to the other names question, provide other names here.

Step 19. National Insurance Number (NINo)
- If you have a NINo answer Yes and then provide the number.
- If you do not have a NINo because you haven’t worked, answer no.

Step 20. Check your answers
- Check your answers on residency and make any changes as required.
E: Criminal Convictions Section

The UK Government department responsible for Visas & Immigration (UKVI) asks about criminal convictions in all immigration applications. There are three questions in this section. You should answer all of the questions in this section truthfully. If you are unsure, contact the Advice & Counselling Service. Depending on the nature of the conviction, we may refer you for external advice.

Step 21. Criminal Convictions
- Click on Criminal Convictions

Step 22. Criminal Convictions
- Answer yes or no
- Read the guidance if you are unsure about offences

Have you ever been:
- convicted of a criminal offence
- arrested or charged with an offence that you're on trial for or awaiting trial

This includes offences in the UK or any other country

Yes  No

Read the guidance if you're unsure what offences you need to declare.

Continue  Save and return later

Step 22.a.
- If you answered yes to the question in Step 22, this is a follow up question.

Have you been convicted of a criminal offence in the UK in the last 12 months?

Yes  No

Continue  Save and return later
Step 22.b.
- If you answered yes to the question in Step 22, this is another follow up question.

Have you had a criminal conviction outside the UK that involved any of the following:
- a violent offence
- a drug-related offence
- a prison sentence of 12 months or longer

- Yes  - No

Which country were you convicted in?

What crime were you convicted of?

Date you were sentenced?
For example, 28 4 2005.
Day  Month  Year

What was the length of your sentence, in months?
If you did not receive a prison sentence, enter 0.

Add another criminal conviction

Continue  Save and return later

Step 22.c.
- If you answered yes to the question in Step 22, this is another follow up question.

Have you ever been arrested or charged for an offence for which you are currently on, or awaiting, trial or which is pending a decision to charge?

- Yes  - No

Continue  Save and return later

Step 23. Terrorism
- Answer this question yes or no
F. Submitting your EU Settlement Scheme Application

Step 21. Check all sections
- Check your answers and make any further changes where necessary.
- Check all sections are highlighted then click on Submit Answers

Step 22. Security questions
- Choose one option from each of the three sets of security questions.
- Provide an answer to the questions you have chosen.
- Click on submit.
- Remember them next time you log in.
G. Consideration for Settled or Pre-Settled Status

After completing the declaration the Home Office will immediately check your National Insurance records (if you have a National Insurance number) in order to determine whether you will be considered for settled status or pre-settled status. You will be notified within a few seconds which status you are being considered for.

Once you have confirmed if you accept the status you are being considered for, or not and provided evidence, your application will be considered and you can normally expect to receive your decision within a few working days.

If your National Insurance records show that you have been continuously resident in the UK for at least 5 years, you will be considered for settled status.
If you are being considered for Settled Status after a check of your National Insurance record, your application is now complete and you only need to await the decision notice.

If your National Insurance record does not show that you have been continuously resident in the UK for at least 5 years, you will be considered for pre settled status.

Step 25.a. Pre Settled Status

- If you agree that you should be considered for pre settled status, click on the first option and continue.
- If you don’t agree and you think you should be considered for settled status, click on the second and continue.

Step 26.

- If you are wish to be considered for Settled Status, you will be given the opportunity to provide documents to prove your settled status.
Step 27. Providing evidence

- If your National Insurance record check didn’t show 5 years of residence, you will be informed of the years for which you will need to provide evidence.

Step 28. Uploading evidence

- Check the Guidance Annex A before you choose documents to upload as proof of your residence in the UK.
- Follow the instructions for uploading.
- Assign dates for the documents.
H. Applications by people under the age of 21

If you are under the age of 21 at the time of your application to the EU Settlement Scheme and your parent(s) are in the UK, you have the option to apply for settlement based on your parent(s) status or your own.

You may choose to do this if, for example, your parent(s) have been resident in the UK for more than 5 years and will be/ have already been granted Settled Status. In this case, you would not need to provide evidence of your own residence in the UK and you can be granted the same status as your parent (even if you have been resident in the UK for less than 5 years).

Alternatively, if your parents are not resident in the UK, or if you choose to apply based on your own residence for any other reason, you will be considered for status dependent on your length of residence in the UK. You need to evidence your residence either through your National Insurance record or by uploading evidence (eg: student status letter).
Apply based on your own residence

If you don’t want the same status as your parent or guardian, you can apply based on your own residence in the UK. You may want to do this if you’re eligible for settled status but your parent or guardian isn’t.

You will need to provide evidence of your residence in the UK.

You won’t need to provide evidence of your relationship to your parent or guardian.

How do you want to apply?

- Apply using my parent’s residence in the UK
- Apply using my own residence in the UK

Under 21s

- If you have chosen to apply based on your parent(s) residence in the UK, you must provide the name and application number for your parent.
- Here sponsor refers to a parent resident in the UK

Your sponsor’s details

You only need one sponsor.

If more than one person can sponsor you and they’ve been resident in the UK the same length of time as each other, you can use either person as your sponsor. If they’ve been resident in the UK for different lengths of time, use the person who has been resident in the UK the longest as your sponsor.

Given names
Also known as their first and middle names.

Surname
Include all their surnames, if they have more than one.

What’s their application number?
This will be on any emails they received about their application, for example 3434-0000-0000-0001.
I. Non EU/EEA/ Swiss nationals applying as the family member of an EU/EEA or Swiss national (Sponsor) resident in the UK.

If you are a national of another country not an EU or EEA member’s state or Switzerland, you may be able to apply to the EU Settlement Scheme based on the residence in the UK of your family member if they are an EU/EEA or Swiss national.

Family members who can apply are defined in the Immigration Rules as spouse/civil partner or partner, children under the age of 21 (including direct descendants such as grandchildren), parents (including direct ascendants such as grandparents) and other dependent relatives.

More details on family members can be found in the EU Settlement Scheme Guidance.
Non EU/EEA/ Swiss nationals

- If your sponsor has already applied to the EU Settlement Scheme, provide their details here.

Non EU/EEA/ Swiss nationals

- If your sponsor has not applied to the EU Settlement Scheme, provide their details here.
- You will also need to provide evidence of their identity and their residence in the UK as part of your application.
J. Post Submission of Application: Certificate of Application & Grant of Status

After you submit your application, you will receive an email confirming that your application has been submitted and with an attached Certificate of Application.

Your application will then be considered and a decision will be communicated to you by email normally within a few working days.
If there are any questions about your application or if your application evidence is not sufficient to grant you the status that you have confirmed you should be considered for, the Home Office should email you to request information or additional documents.

Your Settled or Pre Settled Status is issued digitally and if you are an EU/EEA or Swiss national you won’t be granted a status document but a letter confirming grant.

Examples of letter confirming grant of Settled Status and Pre-Settled Status
K. Proving your Right to Work in the UK to an Employer

You can check your status online and you can in the future grant employers (and others) permission to check your status.

1. Follow the Right to Work link
2. Click on Start now
3. Confirm if you have applied to the EU Settlement Scheme and the ID document used
4. Provide requested details (ID document number and date of birth)
5. Confirm identity through code sent to your phone or email

Check your status

- If you have settled status this will show you can work in the UK with no deadline
- If you have pre settled status, this will show that you can work in the UK for 5 years