

## 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)

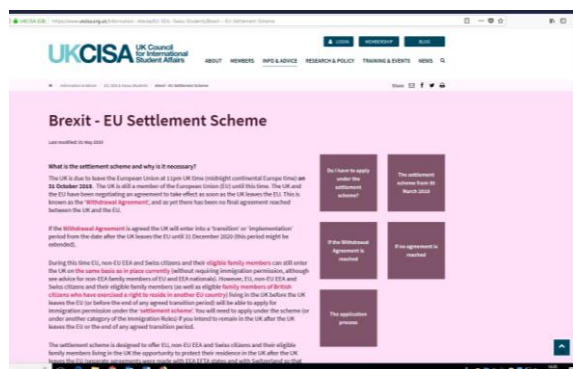
You should also ensure that you read the Brexit: EU Settlement Scheme information on the Queen Mary [Advice & Counselling webpages](#), the United Kingdom Council for International Student Affairs (UKCISA) & the UK Government websites.

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](#)\*

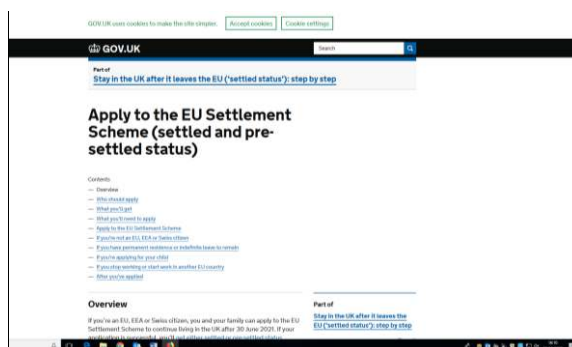
\*NB: these services are not currently available due to the Covid-19 situation.

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

UKCISA



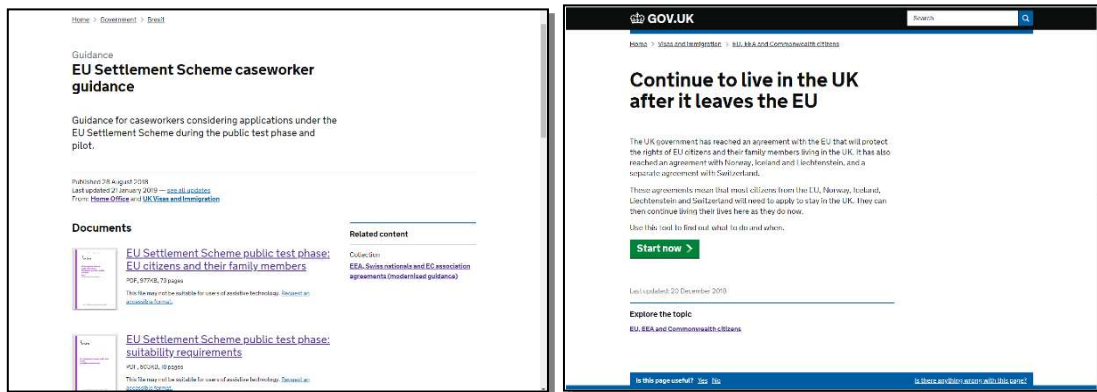
UK Government



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. Pages 99-101 provide 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 in to 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 or 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

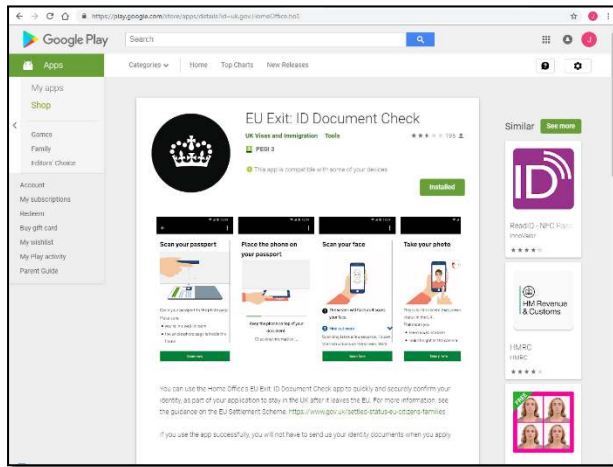


### Step 1.

- Go to the [UK Government website](#) and read the information on the EU Settlement Scheme [www.gov.uk/settled-status-eu-citizens-families](https://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



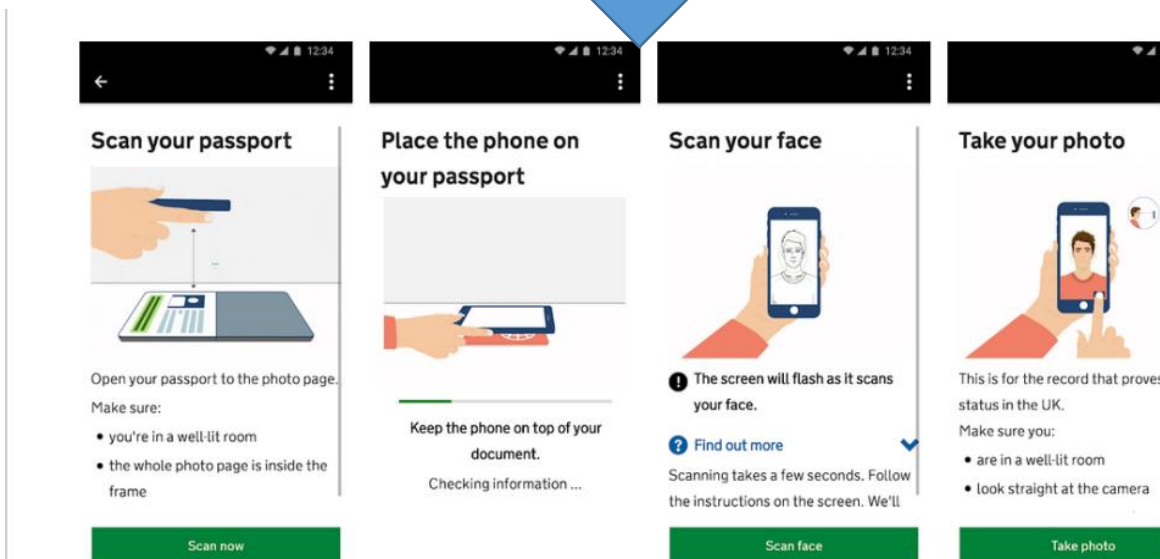
### Step 2.

- 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.

Read the [UK Government guidance](#) on using the app. Check the instructions, as the guidance differs depending on whether you are using an Android phone or iPhone.

### 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

settled status)

Contents

- Overview
- Who should apply
- What you'll get
- What you'll need to apply
- Apply to the EU Settlement Scheme**
- If you're not an EU, EEA or Swiss citizen
- If you have permanent residence or indefinite leave to remain
- If you're applying for your child
- If you also work/live or start work in another EU country
- After you've applied

**Apply to the EU Settlement Scheme**

The scheme is open - you can apply now [if you're eligible](#).

You can also [choose to apply later depending on your circumstances](#).

The deadline for applying will be 30 June 2021, or 31 December 2020 if the UK leaves the EU without a deal.

You can apply using any device, for example, a laptop, Android device or iPhone.

[Check what you'll need](#) before you apply.

**Start now**

The Home Office will use the personal information you provide to decide whether to grant your application. Find out [how the Home Office will process](#)

Part of Stay in the UK after it leaves the EU ('settled status'): step by step

- 1 Check if you need to apply to the EU Settlement Scheme
- 2 Find out what status you'll get
- 3 Check what you'll need to apply
- 4 **Apply**

#### Step 4.

- Return to [UK Government](#) website and follow links to Apply.
- Click on Point 4 on right side of screen "Apply"

apply-for-eu-settled-status:homeoffice.gov.uk

**Apply to stay in the UK after it leaves the EU**

**Prove your identity**

You will need:

- an email address and phone number
- your current passport or national identity card, if you are a European Economic Area (EEA) or Swiss national
- your current passport or UK residence card with a biometric chip, if you are not an EEA or Swiss national

Read the [guidance on staying in the UK after it leaves the EU](#) to check if you qualify and for information on this service.

**Prove your identity**

**Log in**

You can log in and continue with your application if you have already proven your identity using the Android app or online.

**Log in**

**How we use your personal information**

The Home Office will use this personal information to decide if you qualify.

#### Step 5.

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

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**What identity document did you use in your application?**

☐ Passport

☐ National identity card

☐ Biometric residence card (BRC)

**Continue**

Cookies Privacy

#### Step 6.

- Choose identity document used.

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## Enter your passport details

Passport number  
For example, 120382978

[Continue](#)

[If you do not have your passport number](#)

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



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## Enter your date of birth

You should enter this as shown on your passport, for example, 31 3 1980

Day Month Year

[Continue](#)

Step 8.

- Enter your date of birth



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## Confirm who you are

We will send a code to your phone or email address.

☐ Send me a text message (SMS) to +44\*\*\*\*\*727  
☐ Send me an email to a\*\*\*\*\*@lse.ac.uk

[Continue](#)

[If you no longer have your phone number and email address](#)

Step 9.

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



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## Check your phone

We've sent you a single-use, 6-digit security code by text message (SMS) to:

+44\*\*\*\*\*727

It may take a few minutes to arrive.

Security code

[Resend code](#)

[Continue](#)

[I haven't got access to that phone - use email instead](#)

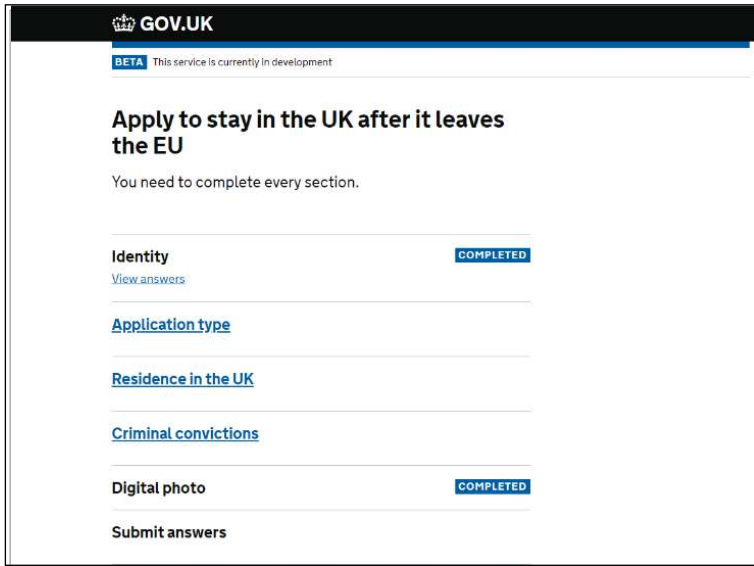
Step 10. Input the code

- 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.

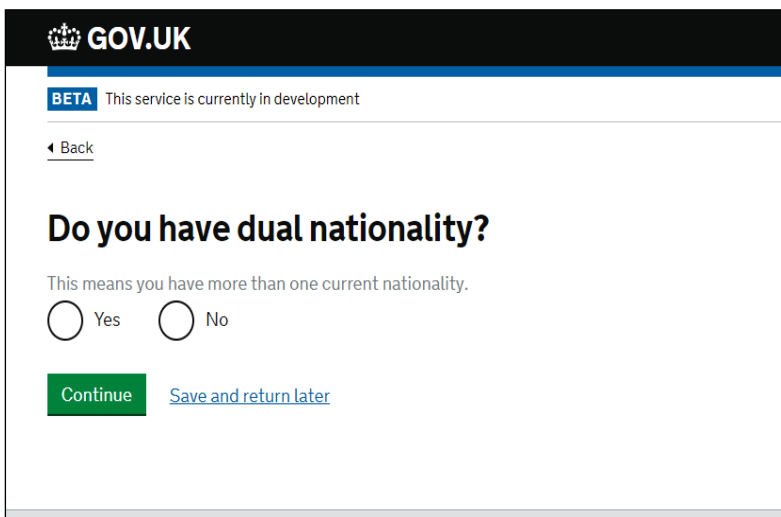


The screenshot shows the GOV.UK website with the heading "Apply to stay in the UK after it leaves the EU". Below the heading, it says "You need to complete every section." The form has several sections: "Identity" (marked COMPLETED), "Application type" (the current section), "Residence in the UK", "Criminal convictions", "Digital photo" (marked COMPLETED), and a "Submit answers" button. A "BETA" banner at the top indicates the service is in development.

### Step 11. Application type

- Choose *Application Type*
- Your ID and digital photo will already have been uploaded to the form through the app.

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.



The screenshot shows the GOV.UK website with the heading "Do you have dual nationality?". Below the heading, it says "This means you have more than one current nationality." There are two radio buttons: "Yes" and "No". At the bottom, there are two buttons: "Continue" (green) and "Save and return later" (blue). A "Back" link is also visible. A "BETA" banner at the top indicates the service is in development.

### Step 11. Dual Nationality

- Confirm whether you have dual nationality

If you answer yes to this question, you will have two follow up questions:

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## What is your other country of nationality?

Other country of nationality

[Add another current nationality](#)

[Continue](#) [Save and return later](#)

### Step 11.a

- If you answered yes to the dual nationality question, provide the other nationality

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## Have you had your EU nationality since you were born?

☐ Yes ☒ No

What year did you get your EU nationality?  
If you cannot remember, enter an approximate year

[Continue](#) [Save and return later](#)

### 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

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## Do you have any previous nationalities?

Countries where you used to have citizenship but don't anymore.

☐ Yes ☐ No

[Continue](#) [Save and return later](#)

### Step 12. Previous Nationalities

- Confirm if you have held any previous nationalities
- If you answer yes, you should provide details


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## Do you have a valid UK permanent residence card?

We'll use this to work out whether you have to pay for this application.  
Check the 'Type of document' section on the card. If it says 'Registration certificate' answer 'No' to this question.



Type of Document  
Permanent Residence Card ☒

Type of Document  
Registration certificate ☐

By answering yes to this question, you confirm that your permanent residence is valid. This means you have not:

- been out of the UK for a continuous period of more than 5 years since getting permanent residence status
- lost your permanent residence status for any other reason for example, you were deported

☐ Yes ☐ No

[Continue](#) [Save and return later](#)

### 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

☒ Yes ☐ No

**Permanent residence card number**  
The number is on the top right corner of your card. For example, 1234567

☐ I cannot provide my document number

By answering yes to this question, you confirm that your permanent residence is valid. This means you have not:

- been out of the UK for a continuous period of more than 5 years since getting permanent residence status
- lost your permanent residence status for any other reason for example, you were deported

[Continue](#) [Save and return later](#)

#### Step 13.a

- If you answered yes to the question on Permanent Residence Card, you should provide the card number here

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**Have you ever been granted indefinite leave to remain (ILR)?**

ILR is a type of immigration status you would have applied for. You'll usually have a stamp in your passport if you have it.

By answering yes to this question, you confirm that your ILR status is valid. This means you have not:

- been out of the UK for a continuous period of more than 2 years since getting ILR
- lost your ILR status for any other reason for example, you were deported

☐ Yes ☐ No

[Continue](#) [Save and return later](#)

#### 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

have a stamp in your passport if you have it.

By answering yes to this question, you confirm that your ILR status is valid. This means you have not:

- been out of the UK for a continuous period of more than 2 years since getting ILR
- lost your ILR status for any other reason for example, you were deported

☒ Yes ☐ No

**Year you got ILR**  
If you cannot remember the exact year you got ILR, either:

- enter the year closest to when you think you got it
- leave blank

Year

[Continue](#) [Save and return later](#)

#### Step 14.a

- If you answered yes to the question about ILR provide the date

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**Check your application type answers**

|                            |    |                        |
|----------------------------|----|------------------------|
| Dual nationality           | No | <a href="#">Change</a> |
| Previous nationality       | No | <a href="#">Change</a> |
| Permanent residence        | No | <a href="#">Change</a> |
| Indefinite Leave to Remain | No | <a href="#">Change</a> |

[Continue](#) [Save and return later](#)

#### 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

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### Apply to stay in the UK after it leaves the EU

You need to complete every section.

- Identity** COMPLETED  
[View answers](#)
- Application type**
- Residence in the UK**
- Criminal convictions**
- Digital photo** COMPLETED
- Submit answers**

### Step 16. Residence in the UK

- Click on Residence in the UK

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### What is your address in the UK?

Postcode

**Find Address**

[Enter address manually](#)

[I don't know what address to use](#)

[Save and return later](#)

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### Step 17. Address

- Provide your UK address here.

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### Have you ever been known by any other names?

For example:

- legal name changes through marriage or deed poll
- different spellings on your P60

☐ Yes ☐ No

**Continue** [Save and return later](#)

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### Step 18. Previous names

- Give the details of any other names by you have been known. This can also include alternate spellings on official documents.

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### Enter your other name

Given names  
Your first and middle names

Surname  
If you have more than one name in your surname, enter them all

Add another name

Continue Save and return later

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#### Step 18.a.

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

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### Do you have a National Insurance Number?

You will usually have a National Insurance number if you are over 16 and have been an employee, self-employed or received state benefits.

☒ Yes ☐ No

Your National Insurance Number  
For example, JJ123456C

How we use your National Insurance number

If you've paid tax through work or received benefits, we'll use your National Insurance number to help us confirm when you've been resident in the UK.

Continue Save and return later

#### 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.

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](#).

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### Check your answers

Address

Have you ever been known by any other names?

National Insurance number Yes

Your National Insurance number

Continue Save and return later

#### 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.

**Apply to stay in the UK after it leaves the EU**

You need to complete every section.

|                                                            |           |
|------------------------------------------------------------|-----------|
| <b>Identity</b><br><a href="#">View answers</a>            | COMPLETED |
| <b>Application type</b><br><a href="#">View answers</a>    | COMPLETED |
| <b>Residence in the UK</b><br><a href="#">View answers</a> | COMPLETED |
| <b>Criminal convictions</b>                                |           |
| <b>Digital photo</b>                                       | COMPLETED |
| <b>Submit answers</b>                                      |           |

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### 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

[Help with this question](#)

[Read the guidance](#) if you're unsure what offences you need to declare.

[Continue](#)

[Save and return later](#)

[Back](#)

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

☐ Yes ☒ No

[Continue](#)

[Save and return later](#)

#### 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

#### Step 22.a.

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

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## 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](#)

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## 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](#)

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## Have you ever supported, encouraged or been involved in:

- terrorist activities
- war crimes, crimes against humanity or genocide
- an extremist organisation

☐ 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.



### Step 22.c.

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



### Step 23. Terrorism

- Answer this question yes or no



## F. Submitting your EU Settlement Scheme Application

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### Apply to stay in the UK after it leaves the EU

You need to complete every section.

|                                |           |
|--------------------------------|-----------|
| Identity                       | COMPLETED |
| <a href="#">View answers</a>   |           |
| Application type               | COMPLETED |
| <a href="#">View answers</a>   |           |
| Residence in the UK            | COMPLETED |
| <a href="#">View answers</a>   |           |
| Criminal convictions           | COMPLETED |
| <a href="#">View answers</a>   |           |
| Digital photo                  | COMPLETED |
| <a href="#">Submit answers</a> |           |

### 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*



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### Your security information

Answer one question from each set of questions. If you need to speak to us about your application we may ask you for answers for these questions to make sure that we're talking to you.

Make sure that you make a note of your answers or give answers you will remember. If you contact us and cannot tell us the answers you have given, we may not be able to discuss your application with you.

#### First set of questions

Give an answer to one of the questions in this set.

- ☐ What is the name of the first school you went to?
- ☐ In what city or town did your wedding take place?
- ☐ What is the first job you ever had?
- ☐ What is the last name of your favourite teacher from when you were at school?
- ☐ In what city or town did your mother and father meet?

#### Second set of questions

Give an answer to one of the questions in this set.

- ☐ What is the name of the city or town you were born in?
- ☐ What was the street name of the first house or flat you lived in?
- ☐ When you were young, what did you want to be when you grew up?
- ☐ What is the name of your partner?
- ☐ What was the name of your first pet?

#### Third set of questions

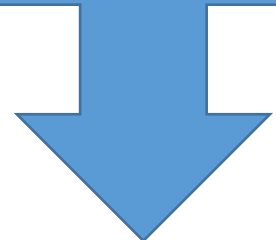
Give an answer to one of the questions in this set.

- ☐ What is your favourite film?
- ☐ What is your partner's mother's name?
- ☐ Which city or town was your father born in?
- ☐ What make was your first car?
- ☐ What is your eldest sibling's middle name?

[Continue](#) [Save and return later](#)

### 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.



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Your answers are being submitted

## Declaration

By submitting your application you are confirming that:

- you are in the UK
- the documents you have uploaded are genuine to the best of your knowledge
- you are eligible and have been resident in the UK for the period you apply for - if you disagree with our data
- your photograph is an accurate likeness of you

We will process your information in line with our [terms and conditions](#) and [privacy policy](#).

If we find a mistake in your application, we will contact you to help you correct this. If your application meets the criteria under the EU Settlement Scheme you will be granted status.

**!** Your application may be refused and you could be prosecuted if you deliberately provide false information or documents.

### Did you have any help completing your application?

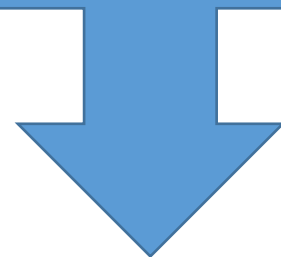
- ☐ No, I completed it myself
- ☐ Yes, someone else helped me or is applying on my behalf

### Contacting you about your application

If we need more information from you, we will email you. If you cannot get into your email account, we can phone you instead.

## Step 24. Declaration

- Make any changes before completing the declaration. Usually once the declaration is submitted you cannot make any further changes.
- Confirm you have provided the correct information and meet the requirements.
- Confirm how you wish to be contacted.




## 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.



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**You will be considered for settled status**

**What this means**

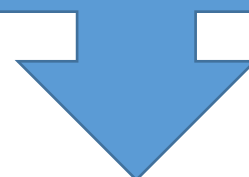
The tax and benefit history we could match to you indicate you've been continuously resident in the UK for at least 5 years.

[Submit application](#) [Save and return later](#)

[I haven't been continuously resident for 5 years](#)

## Step 25. Settled Status

- If you agree that you should be considered for settled status, click on submit application.



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.

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**Our records show that you have been continuously resident for less than 5 years**

**What this means**

The tax and benefit history we could match to you indicate that you've been continuously resident in the UK for less than 5 years.

You will be considered for pre-settled status. This will give you permission to stay in the UK for the next 5 years. You will have the same rights as you do now.

**Applying for settled status**

You can apply to stay without a time limit (known as 'settled status') when you have been continuously resident in the UK for 5 years - including the years you have already been resident.

► [If you have been in the UK for 5 years already](#)

You may be eligible for settled status with less than 5 years' residence in certain situations. For example, if you had to stop working because of an accident or illness, or you have retired. [Read the guidance on who qualifies for early settled status](#)

Which of these describes you?

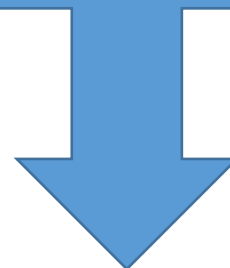
☐ I have been continuously resident in the UK for **less than 5 years**

☐ I have been continuously resident in the UK for **more than 5 years** or I am eligible for early settled status

[Continue](#) [Save and return later](#)

#### 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.



**GOV.UK**  
BETA This service is currently in development

[Back](#)

**Complete your application**

You have chosen to provide evidence for settled status.

[Change](#)

**What evidence to provide**

1. View the [years you need to provide evidence for](#).
2. Read the guide about [what to use as evidence](#).

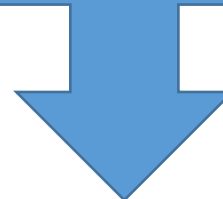
**Add your evidence**

1. Take a scan or photo of your evidence.
2. Save it somewhere you can easily find on your computer or device.
3. Upload your evidence. (Each document must be no more than 6MB in size. You can upload a maximum of 10 documents.)
4. Enter the dates it covers.

[View or upload evidence](#)

#### 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



### If you can't provide evidence

You can tell us if you can't provide evidence for some residence periods, or at all. A caseworker will contact you after you submit your application and help you find ways to prove your residence.

☐

I can't provide evidence

☐

I confirm the documents uploaded are correct to the best of my knowledge

[Finish and submit](#)

[Save and return later](#)

## Provide evidence for the following years

### 2015

Provide evidence of residence for any 6 months of this year.

### 2014

Provide evidence of residence for any 6 months of this year.

### 2013

Provide evidence of residence for any 6 months of this year.

### If you can't provide evidence for these years

You can upload evidence:

- for a different 5 year period
- That you were out of the UK for an important reason such as work, study, pregnancy, childbirth, illness, training, or military service
- that you're eligible for settled status with less than 5 years residence, for example because you were working in the UK but have retired

Read the full guidance on [how you can show you're eligible for settled status](#)

[Continue](#)

[Save and return later](#)

### 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

## Upload proof

Upload 1 document at a time and then add the dates that it covers

[Choose file](#) Annual\_stateme...C\_23418618.pdf

### Your uploads

Annual\_statement\_15-nov-14\_AC\_23418618.pdf

[Delete](#)

[Assign dates](#)

[Save and return later](#)

### Step 28. Uploading evidence

- Check [pages 99-101 of the guidance](#) before you choose documents to upload as proof of your residence in the UK
- Follow the instructions for uploading
- Assign dates for the documents

## What does your document cover?

Document name: Annual\_statement\_19-OCT-15\_AC\_23418618.pdf

☐

A single date

☒

A date range

### Start date

For example, 10 2011

Month Year

### End date

For example, 12 2012

Month Year

[Continue](#)

[Save and return later](#)

## Upload proof

Upload 1 document at a time and then add the dates that it covers

[Choose file](#) No file chosen

### Your uploads

|                                            |                        |
|--------------------------------------------|------------------------|
| Annual_statement_15-nov-14_AC_23418618.pdf | <a href="#">Delete</a> |
| Annual_statement_19-OCT-15_AC_23418618.pdf | <a href="#">Delete</a> |
| Annual_statement_20-OCT-16_AC_23418618.pdf | <a href="#">Delete</a> |


[Assign dates](#) [Save and return later](#)

## 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](#))



**BETA** This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

## Applying as a child

As you're under 21, you can choose how to apply.

### Apply as a child, using your parent's residence

If you apply as a child, you will get the same status as your parent or guardian (known as your 'sponsor'). Your sponsor must be an EEA or Swiss national or the spouse or partner of an EEA or Swiss national.

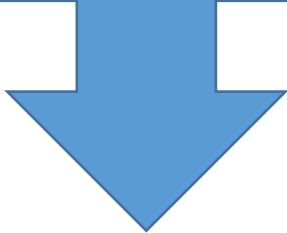
You will need:

- evidence of your relationship to your sponsor
- your sponsor's application number

You won't need to provide any evidence of your residence in the UK.

If your sponsor is from a country outside the EEA or Switzerland, you'll also need to provide evidence of your sponsor's relationship to their EEA or Swiss spouse or partner.

### Under 21s

- If you are under 21 you can choose to apply based on your parent(s) residence in the UK (if applicable) or on your own residence.
  - If your parent(s) have already applied and have an application reference number, you can link your application to their status in the UK
  - Choose and click continue
- 

## 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

[Continue](#)

[Save and return later](#)

- ☒ Apply using my parent's residence 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

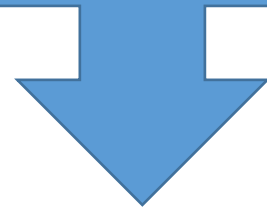
Include all their surnames, if they have more than one.

#### What's their application number?

This will be on any emails they received about their application, for example 3434-0000-0000-0001.

### 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



## 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](#)

The screenshot shows the GOV.UK website interface for applying as a family member. At the top, there is a 'GOV.UK' header and a 'BETA' notice. Below this is a 'Back' link. The main heading is 'Applying as a family member'. The text explains that as a national of a country outside the EEA or Switzerland, you can only apply for status based on your relationship to an EEA or Swiss family member (your 'sponsor'). It lists the requirements: evidence of your relationship to your sponsor and your sponsor's application number, if they have one. It also states that if you cannot confirm your residence, you will need evidence of it. A link is provided for 'If your sponsor is not applying or has not applied yet'. Below this, it says 'If your sponsor is not applying or has not applied yet, you will also need to provide: evidence of their residence in the UK, proof of their identity'. There is a question 'Has your sponsor applied for settled status?' with radio button options for 'Yes' and 'No'. At the bottom, there are links for 'Add another sponsor', a green 'Continue' button, and a 'Save and return later' link.

**GOV.UK**

**BETA** This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

### Applying as a family member

As the national of a country outside the EEA or Switzerland, you can only apply for status based on your relationship to an EEA or Swiss family member (your 'sponsor').

To complete your application, you will need:

- evidence of your relationship to your sponsor
- your sponsor's application number, if they have one

If we can not confirm your residence, you will also need evidence that you have been resident in the UK.

It will be quicker to process your application if your sponsor applies before you.

[If your sponsor is not applying or has not applied yet](#)

If your sponsor is not applying or has not applied yet, you will also need to provide:

evidence of their residence in the UK  
proof of their identity

Has your sponsor applied for settled status?

☐ Yes

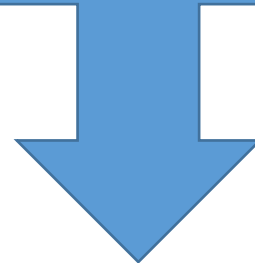
☐ No

[Add another sponsor](#)

[Continue](#) [Save and return later](#)

### Non EU/EE/ Swiss nationals

- Applications made by non EU/EEA/ Swiss nationals who are family members will need to provide evidence of the sponsor resident in the UK
- Family members can either provide the sponsor's application number or if the sponsor has not applied, by providing evidence of the sponsor's identity and residence in the UK



### Non EU/ EEA/ Swiss nationals

- Click on the applicable answer yes



Has your sponsor applied for settled status?

☒ Yes

**Your sponsor's details**

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. If you cannot find their application number, leave blank.

☐ No

Has your sponsor applied for settled status?

☐ Yes

☒ No

**Your sponsor's details**

You will also need to provide evidence of your sponsor's identity and residence in the UK.

What is their country of nationality?

Given names

Also known as their first and middle names.

Surname

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

What is their date of birth?

For example, 31 3 1980.

Day Month Year

Postcode

[Find Address](#)

[Enter address manually](#)

[Add another sponsor](#)

[Continue](#)

[Save and return later](#)

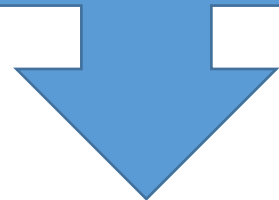
Non EU/ EEA/ Swiss nationals

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



Non EU/ EEA/ Swiss nationals

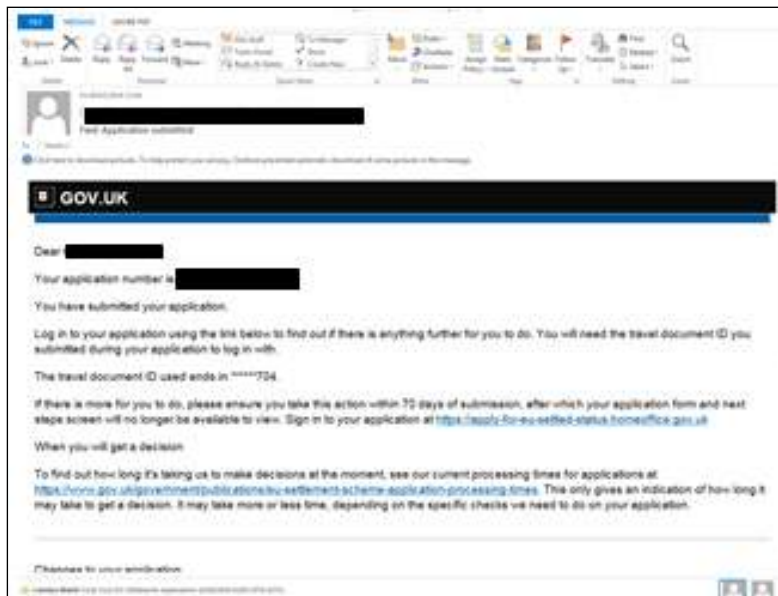
- If your sponsor has not applied to the EU Settlement Scheme, provide their details here
- You will also need to provide evidence of their identity and their residence in the UK as part of your application



## 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](#).

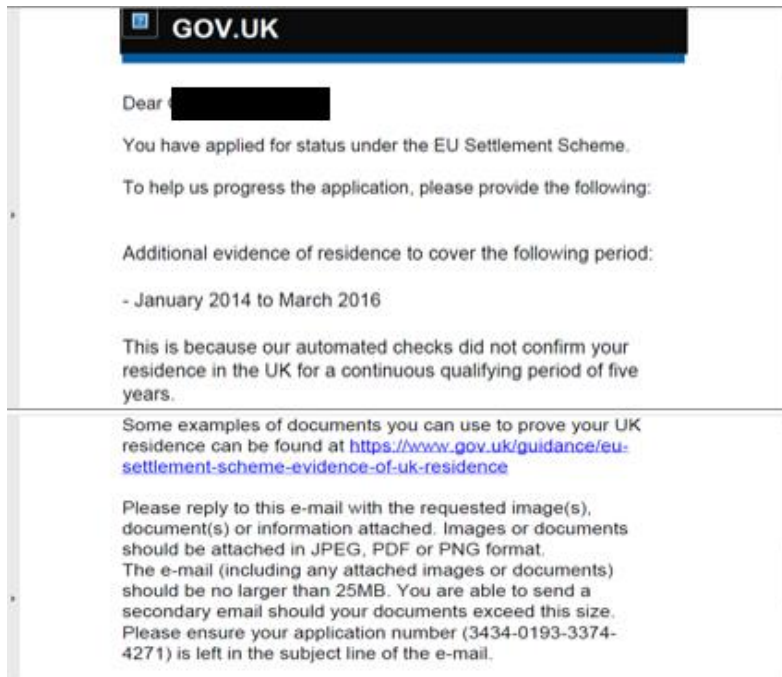


Email confirming application



Example of Certificate of Application

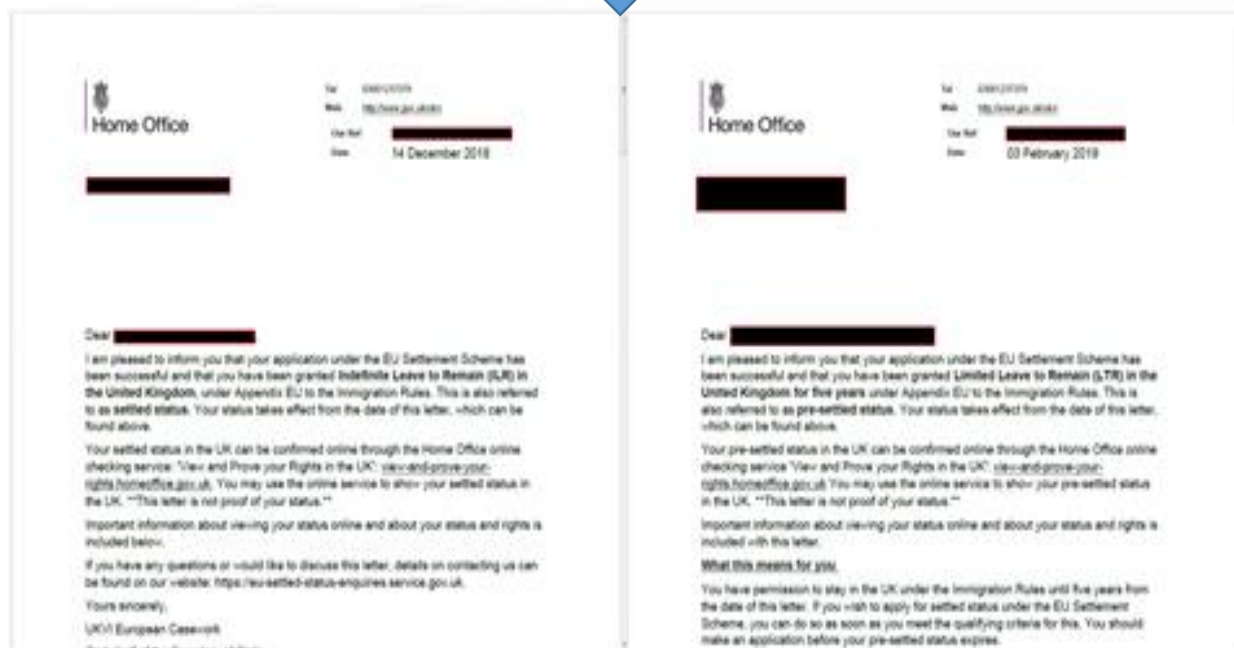
If there are any questions about your application or if your application evidence is not sufficient to grant you the status that you have confirmed you should be considered for, the Home Office should email you to request information or additional documents.



Example of email requesting extra information

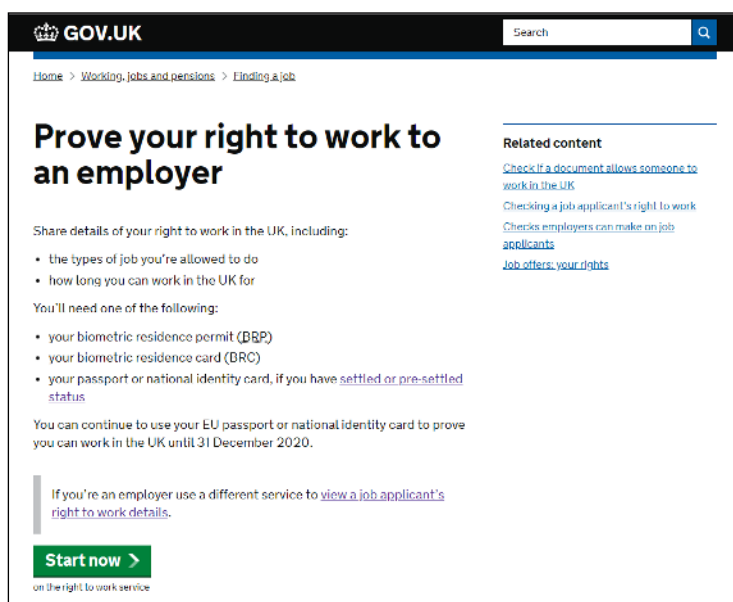
Your Settled or Pre Settled Status is issued digitally and if you are an EU/ EEA or Swiss national you won't be granted a status document but a letter confirming grant.

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



The screenshot shows the GOV.UK website with the heading "Prove your right to work to an employer". It lists the types of jobs allowed and the duration of work. It also lists the documents needed: biometric residence permit (BRP), biometric residence card (BRC), or passport/national identity card. A "Start now" button is visible at the bottom.

**Prove your right to work to an employer**

Share details of your right to work in the UK, including:

- the types of job you're allowed to do
- how long you can work in the UK for

You'll need one of the following:

- your biometric residence permit (BRP)
- your biometric residence card (BRC)
- your passport or national identity card, if you have [settled or pre-settled status](#)

You can continue to use your EU passport or national identity card to prove you can work in the UK until 31 December 2020.

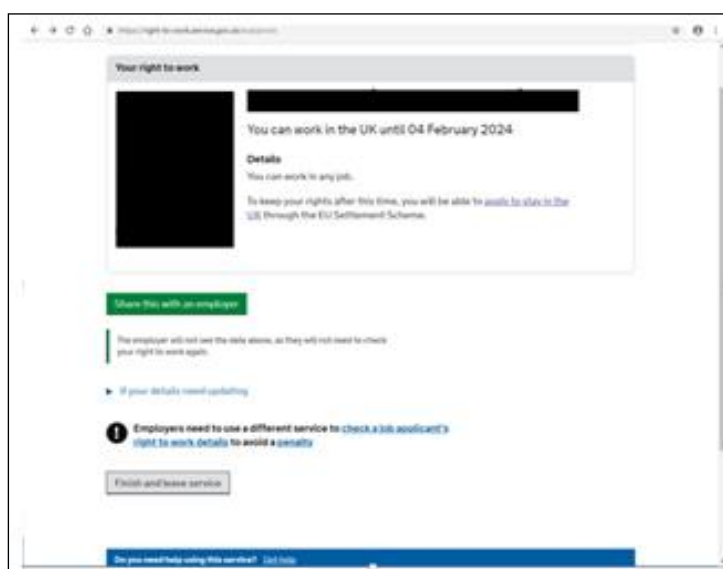
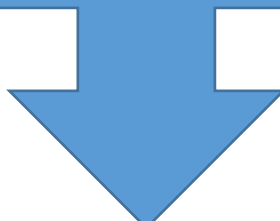
If you're an employer use a different service to [view a job applicant's right to work details](#).

**Start now >**

on the right to work service

### Check your status

- Follow the [Right to Work link](#)
- Click on *Start now*
- Confirm if you have applied to the EU Settlement Scheme and the ID document used
- Provide requested details (ID document number and date of birth)
- Confirm identity through code sent to your phone or email



The screenshot shows a confirmation page titled "Your right to work". It states "You can work in the UK until 04 February 2024". It includes a "Details" section and a "Share this with an employer" button. A note at the bottom says "Employers need to use a different service to check a job applicant's right to work details to avoid a penalty".

**Your right to work**

You can work in the UK until 04 February 2024.

**Details**

You can work in any job.

To keep your rights after this time, you will be able to [apply to stay in the UK](#) through the EU Settlement Scheme.

**Share this with an employer**

The employer will not see the entry above, as they will not need to check your right to work again.

If your details need updating

Employers need to use a different service to check a job applicant's right to work details to avoid a penalty.

**Finish and leave service**

Do you need help using this service? [Get help](#)

### 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

