



## Frequently asked questions

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## Questions about the EU Settlement Scheme

### 1. What is the EU Settlement Scheme?

The UK government is committed to protecting the rights of EEA and Swiss nationals and their family members currently living in the UK, after we leave the EU on 29 March 2019. This includes the right to live here, work here and access public services such as healthcare and benefits.

If you're an EEA/Swiss national, or a non-EEA/Swiss family member of an EEA/Swiss national and your residence in the UK is based on that relationship rather than on having a visa, you'll need to apply for UK immigration status under the EU Settlement Scheme. Further details on the Settlement Scheme can be found on [GOV.UK](https://www.gov.uk).

### 2. Which countries are part of the European Union?

The EU comprises the following countries:

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

The EEA includes the above EU countries and also Iceland, Liechtenstein and Norway (EEA membership allows them to be part of the EU's single market). Switzerland is neither an EU nor EEA member but is part of the single market - this means Swiss nationals have the same rights to live and work in the UK as other EEA nationals. The UK government has agreed with the governments of these countries that nationals living in the UK will have the same rights, and will need to apply for settlement under the same scheme as EU nationals.

### 3. What does pre-settled status and settled status mean?

Getting settled status or pre-settled status under the EU Settlement Scheme means you can continue to live and work in the UK after 30 June 2021.

If you get **settled status** you'll be able to stay in the UK for as long as you like, and apply for British citizenship, if you meet the requirements. You'll be able to spend up to five years in a row outside the UK without losing your settled status.

If you get **pre-settled status**, you'll be able to stay in the UK for up to five years from the date you get pre-settled status, and you can apply to switch to settled status as soon as you've lived in the

UK for five years and spent at least six months of each year in the UK (known as ‘continuous residence’). You won’t need to pay a fee to switch.

You’ll be able to spend up to two years in a row outside the UK without losing your pre-settled status.

#### **4. Will I need to apply for pre-settled/settled status?**

You’ll need to apply before 30 June 2021 if you’re:

- an EEA or Swiss national
- not from the EEA, Switzerland or the UK, but you’re a family member of an EEA/Swiss national and your residence in the UK is based on that family connection rather than on a visa.

If you’ve got permanent residence in the UK, you’ll still need to apply to switch this to settled status (see below).

#### **5. Who won’t need to apply?**

You won’t need to apply if:

- you’re an Irish national
- you have indefinite leave to remain in the UK
- you have indefinite leave to enter the UK (e.g. on a Returning Resident Visa)
- you have British citizenship.

#### **6. What will it cost?**

On 21 January 2019 it was announced that EU nationals applying via the EU Settlement Scheme will not have to pay a fee when the scheme is fully rolled out by 30 March.

An application fee still applies during the test phase but, pending further information from the Home Office, if you’re a University employee you can reclaim the cost from the University.

An application costs £65 for those aged 16 or over and £32.50 for children, but it’s free to switch to settled status from permanent residence or indefinite leave to remain if you have valid documentary evidence.

Further details are yet to be announced by the Home Office, but we understand that anyone who has, or will, apply during the test phases will have their fee reimbursed. Read the announcement on [GOV.UK](#).

## 7. How can I reclaim the cost of my application?

If you're a University employee you can reclaim the £65 fee via [e-expenses](#), by logging in with your normal username and password. The details and conditions of the reimbursement scheme, and step by step guidance for completing a claim, are available in the [Immigration Reimbursement Guidance document](#). If anything is unclear, please speak to your manager or your Human Resources hub.

We've also widened our [interest free loan scheme](#) so that, if you need help with the cost of applying for your family, you can apply for a loan. We'll reimburse the cost of your visa after you've paid for it, but you can request a loan in advance (please retain payment confirmations/receipts).

## 8. What about my children?

If they're born before you get settled or pre-settled status, then you'll need to make an application on their behalf.

If you have children after getting pre-settled status and they're born in the UK, they'll automatically be eligible for pre-settled status, and then for settled status on their fifth birthday.

Your children will automatically be British citizens if:

- their other parent has British citizenship, settled status, indefinite leave to remain in or enter the UK or [right of abode](#) in the UK
- they're born after you get settled status.

## Questions about the public test phase

### 9. What is the public test phase?

This is the third test phase of the scheme's application process. After each phase, the Home Office has made changes to the process to correct any problems and make it easier and more straightforward. It opens to the public, on a restricted basis (see question 10 below) on 21 January 2019.

Feedback about people's experience will be used to make further improvements to the process before the scheme fully launches, expected by 30 March 2019.

**IMPORTANT:** Please note that making an application during this phase is entirely voluntary. As things stand there will be no change to your current rights under EU law until the end of the planned implementation period on 31 December 2020.

## 10. Am I eligible to apply during this phase?

You'll be able to take part if you're:

- an EU national with a valid biometric passport (this is an e-passport that has a digital chip)
- a non-EU national family member with a biometric residence card with 'EU Right to Reside' on the back, which you applied for on or after 6 April 2015.

You'll also need access to an Android smart phone so you can download the Home Office's ['EU Exit: ID Document Check'](#) app to apply. If you don't have access to an Android smart phone, you can [book an appointment](#) to use the University device.

Appointments are available until 1 February, after which time you'll need to [contact HR](#) to book a time slot.

You're not eligible to apply during this phase if:

- you're an EU national with either a biometric residence card or a passport which doesn't have a chip
- you're from Iceland, Liechtenstein, Norway or Switzerland.

You will be able to apply once the scheme opens fully by 30 March 2019.

## 11. How do I take part?

You'll be able to apply on [GOV.UK](#) once the phase opens on 21 January 2019.

## 12. Should I use a personal or a work email account to apply for the pilot?

It doesn't matter which email address you use to apply for the pilot, but the Home Office recommends that you use your personal email address in case you change employer. You should use the same email address all the way through your application.

## 13. Do I have to take part?

No, this test phase is purely voluntary and there's no obligation for you to take part. If you decide not to, you'll be able to apply for settled status once the trial phases are completed and the scheme is fully open.

## 14. What's the application process during this phase?

To apply, you'll need to [complete an application](#) (this webpage will have a link to the application process from 21 January 2019).

As part of the application you'll need to do the following.

- **Verify your identity** - You'll need to have a valid biometric passport if you're an EU national or a biometric residence card (issued by the Home Office) if you're a non-EU family member of an EU national.

You will also need to download the ['EU Exit: ID Document Check'](#) app to verify your identity. Currently this is only available to download on Android smart phones; an easy way to check if your device can use the app is if it has the technology to make contactless payments (NFC).

If you don't have an Android smart phone with NFC capability, you can arrange to use HR's device (see question 10). If you can't get access to the Home Office app during the pilot, or you don't meet the criteria to apply during the test phase, there will be alternative ways for you to verify your identity once the scheme fully opens.

- **Criminality check** – You'll need to declare any criminal convictions. Only serious or persistent criminality may affect your application, so it shouldn't affect the vast majority of EU nationals and their family members.
- **Verify your residence in the UK** – You'll need to provide evidence of your residence in the UK. There are number of ways you can do this, for example providing your National Insurance number to allow the Home Office to check Her Majesty's Revenue and Customs records.

If residence cannot be proven automatically, you'll be asked to provide further evidence on your application. Information on the other types of evidence you can use are available on [GOV.UK](#). Alternatively, if you have a valid permanent residence document or valid indefinite leave to remain you'll just need to provide proof of that status.

Once you've submitted your application, the Home Office will review it and will let you have confirmation of your status.

## 15. Where can I go for help?

For any questions about an application made during the pilot, you can contact the EU Settlement Scheme Resolution Centre by calling 0300 123 7379 (inside the UK) or +44 (0) 203 080 0010 (outside the UK). Find out about call charges at [gov.uk/call-charges](#). You can also ask a question using the [online submissions form](#).