EU Settlement Scheme – May 2019

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International Student Advisers:

- Regulated by OISC (The Office of the Immigration Service Commissioner), specialist in student visas.
- Can provide information and signpost about the EU Settlement Scheme.
- Can give 1-1 advice based on your situation (no appointment needed).
- Will not be able to advise you on family member application based of personal circumstances
Preferred Evidence of Residence in the UK

• National Insurance Number
• Annual bank Statements or Business Accounts for self-employed
• Letter from Employer/s confirming duration of employment/s
• P60 or P45
• Student Status Letter – *Can be requested at the Student Reception based in the Senate House*
• Documentation issued by Student Finance body or the student loans company that shows a UK address
• Tenancy agreements OR residential Mortgage statement – along with a accompanying evidence such as a letter from the landlord or lender confirming the payments (rent of mortgage) being paid to them.
• Council Tax Bills
• Letter from GP
• A passport stamp confirming entry at the UK border - this will be treated as evidence of residence for the month of entry
• A Used travel ticket confirming inbound travel to the UK - this will be treated as evidence of residence for the month of entry
Unacceptable evidence

The documents listed below are not from an official or other impartial source, or are not accessible by Home Office caseworkers, and so are not acceptable as evidence of continuous residence for the scheme and should not be provided:

• character references or testimonials from family and friends
• photographs of a wedding or other special occasion
• greetings cards or postcards sent or received
• a personal scrapbook or similar
Application

• Current Fee £65 however will be refunded OR no fees if you apply after 30 Mar 2019

• You will need an android phone/ device which has;
  • Android 6.0 or above – you can find this in your device settings
  • at least 135MB of storage space to install the app
  • to be connected to 3G/4G or WiFi
  • NFC – you can find this in your device settings

• You can download the app “EU Exit: ID Document Check” from the google play store
How it Works

You will:

1. Scan the details on your document and its biometric chip so you can send your details securely.
2. Scan your face to check the document belongs to you.
3. Take a photograph of yourself for your digital status.

The app only helps confirm your identity. You must complete the rest of your application online separately. When you have finished using the app, it will tell how to complete the rest of the application.

* If you do not have a biometric document, you will need to contact the UKVI to find out how to apply.
Scan your passport

Open your passport to the photo page. Make sure:

- you're in a well-lit room
- the whole photo page is inside the frame

Place the phone on top of your passport

Keep the phone on top of your document.
Checking information ...

Scan your face

⚠️ The screen will flash as it scans your face.

❓ Find out more
Scanning takes a few seconds. Follow the instructions on the screen. We'll

Take your photo

This is for the record that proves your status in the UK. Make sure you:

- are in a well-lit room
- look straight at the camera
Continue application on web browser
https://www.gov.uk/apply-stay-uk-leaves-eu-test-phase

Continue your application

If you have already used the Android app, you can continue your application online.

Continue application.

How we use your data

The Home Office will use the personal information you provide to decide whether to grant your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the Privacy Notice for the Border, Immigration and Citizenship system. This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.
What identity document did you use in your application?

- Passport
- National identity card
- Biometric residence card (BRC)

Depending on the answer you choose, you will see a different screen on next page (below)

Enter your passport details

Passport number
For example, 123456789

If you do not have your passport number
Web application – contin.

Enter your date of birth

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

Day  Month  Year

Continue

The details entered don't match our records

Passport number

XXXXXXXX

Date of birth

12 April 1994

You will get the following message if the details you have provided do not match details on the UKVI database. If you get this message then please start again and use an alternative document such as a national identity card. If they match, see next page

Start again
Confirm by choosing either of the options as long as you will be able to access the code.

Which ever method you used in the previous screen, check and copy the code from there to here.
Choose Application Type

Your ID and digital photo will have already been uploaded to this form via the EU settlement app on the phone.

Do you have dual nationality?

This means you have more than one current nationality.

- Yes
- No

Confirm if you have dual nationalities, if you do then provide details of all...
Confirm whether you have held any other nationalities

Do you have any previous nationalities?

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

- Yes
- No

Continue  Save and return later

Do you have a valid UK permanent residence card?

We will 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.

If you already have a valid UK permanent residence card then choose Yes, otherwise select NO

- Yes
- No

Continue  Save and return later
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

If you already have an indefinite leave to remain then choose YES and provide details

But if not, then select NO

Double check all of the answers and continue if all correct
What is your address in the UK?

This is a part of checking your residency in the UK hence provide you current address in UK

Have you ever been known by any other names?

Give details of any other names you have been officially known by. This can also include alternate spellings
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, J123456C

- How we use your National Insurance number

Continue  Save and return later

- If you work in the UK then you should have a NI number, if you cannot remember then you can contact the HMRC or your employer
  - If you are working and do not have a NI number, then you should get one. See link for details https://www.ukcisa.org.uk/Information--Advice/Working/Employers-income-tax-National-Insurance#layer-3767

- If you do not have a NI number, then you can still continue;
  - You will have to provide other evidences to show the residency in the UK
  - You can access a full list on:

Why is a NI Number required?

If you have been working within the UK for the last six months then the government can use your NI information to confirm your residence for a pre-settled Status and no other evidences would be required.
Same would be in the case of, if you have been working for the last 5 years, then the NI number will act as an evidence of your stay in the UK

If you do not have a NI number then you will be able to use other types of evidences (types of evidence have been mentioned in other slides of this presentation)
If you are happy with the answers then please proceed or change accordingly.

Click here to access the criminal convictions part of this application form.

Why are they asking about criminal convictions?
The UKVI asks about criminal convictions in all of their immigration forms. There are 3 questions in this sections and you should answers all of them truthfully. If you are not sure then please seek external advice (an immigration solicitor with expertise in this area or EU settlement scheme).
Apply to stay in the UK after it leaves the EU

You need to complete every section.

Double check all of the answers and click on submit answers
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 to 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 was the name of your first pet?
- 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?

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?

Choose an option for each of the three sets of security questions. Please choose what you will easily remember.

Once chosen, click on Submit to continue.
If you would like to make any changes or double check something then do it before submitting this declaration as after submissions you will not be able to do so.
What happens next

On 21 January, the Prime Minister announced that there will be no fee when the scheme opens fully on 30 March 2019. Anyone who applies and pays a fee during the test phases will have their fee refunded. Details of the refunds process will be published shortly.

If you want to apply now, you will need to pay your application fee: £65.00 (which will be refunded)

After you pay, we will check UK tax and certain benefit records.

We will use these records to help us work out whether you've been continuously resident in the UK for more or less than 5 years.

Check your result

You'll get a result straight away.

If you agree with the result, you can accept it and submit your application. If you disagree, that is not a problem, you can upload evidence of your residence.

If we can't confirm you've been resident in the UK, you'll need to provide evidence of your residence.

- Till 30 Mar 2019, everyone will have to pay the £65 fee however this will be refunded later on. The UKVI has not confirmed the refund timeframe.
- Please pay this fee from a source (Debit/Credit Card) which will still be active when the UKVI refunds the money.
- The application is free if you already had an indefinite leave to remain or a Permanent Residency in the UK.
You will see the confirmation if your payment was successful.

Submit application and you will be sent an email by the UKVI confirming receipt of your application.
If you have been living in the UK for 5 years or more then select “show I’m eligible for settled status” and you will have a change to upload the documents. List of documents is available in above pages.
If you have the documents which evidence for the last 5 years residency in the UK, select “Settled Status - …”
If you wish to challenge their decision then choose I have been continuously resident in the UK for more than 5 years. The next screen will give you an opportunity to upload documents as an evidence of your stay.
Complete your application
You have chosen to provide evidence for settled status.

Choose

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 not be more than 6MB in size. You can upload a maximum of 30 documents.)
4. Enter the dates it covers.

If you can’t provide evidence
You can tell us if you can’t provide evidence for some residence periods, or 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

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, childcare, 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

Click 1 if you want to find out which year you need to provide evidence for
Once you have provided all the information in the precious screen. You can logout and you will be sent an email with a letter attached confirming the receipt of your application. Example below:

Dear

Your application number is

You have submitted your application.

Log in to your application using the link below to find out if there is anything further for you to do. You will need the travel document ID you submitted during your application to log in with.

The travel document ID used ends in 704.

If there is more for you to do, please ensure you take this action within 72 days of submission, after which your application form and next steps screen will no longer be available to view. Sign in to your application at https://apply-for-eu-settled-status.homeoffice.gov.uk

You will get a decision.

To find out how long it’s taking us to make decisions at the moment, see our current processing times for applications at https://www.gov.uk/government/publications/eu-settled-status-application-processing-times. This only gives an indication of how long it may take to get a decision. It may take more or less time, depending on the specific checks we need to do on your application.
Proving your status in the UK after a successful application outcome.

Go to: https://www.gov.uk/prove-right-to-work

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.

Have you applied for status under the EU Settlement Scheme?
- Yes
- No

What identity document did you use in your application?
- Passport
- National identity card
- Biometric residence card (BRC)

Enter your passport details

Enter your date of birth

You should enter this as shown on your passport, for example, 21 3 1980

Day Month Year
Your employer will be sent an email to the address you provided, it will also include a share code and instructions on how to use it. Please make them aware that the code has an expiry date. Your employer will have to follow the instructions in that email.
Link to settlement Scheme video

https://www.youtube.com/watch?v=5KxquWDt6yA&t=527s
After your have applied

If your application is successful, you’ll be given either settled or pre-settled status. Find out what rights you get for each status.

You’ll get proof of your status through an online service. You will not get a physical document unless both of the following apply:

- You’re from outside the EU
- You do not already have a Biometrics Card

If your application is unsuccessful

You may be able to apply for an administrative review of the decision.

You may be able to appeal the decision if you apply after 29 March 2019. This is still subject to approval by Parliament.

You can also reapply as many times as you want to before 30 June 2021. You’ll have to pay the fee each time you apply (if required).
Next Steps

- Think about what you want to do and start preparing
- Start gathering documents if possible
- Make sure you are aware of the timing for making an application
- Ensure you refer to the relevant Policy Guidance published by the UKVI when making any application
- You can read more information about how to view and prove your status.
- May wish to seek independent specialist advice from an immigration solicitor or you can ask a question by contacting the UKVI https://eu-settled-status-enquiries.service.gov.uk/start
Resources

UKVI

https://www.gov.uk/settled-status-eu-citizens-families

Policy Guidance for caseworkers

https://www.gov.uk/government/publications/eu-settlement-scheme-caseworker-guidance

UKCISA – BREXIT information

https://www.ukcisa.org.uk/Information--Advice/EU-EEA--Swiss-Students/Brexit-what-does-it-mean-for-students-and-their-family

Seraphus solicitors, linked to free movement:

http://www.seraphus.co.uk/Resources.html

UKVI Contact details:

https://www.gov.uk/government/collections/eu-settlement-scheme-applicant-information