

An illustration on a dark blue background. At the top center is a stylized clock tower with a grey spire and a white clock face. Surrounding the tower are several yellow five-pointed stars. Below the tower, a white banner with red text is held up by a woman on the left and a man on the right. The woman has dark skin, curly hair, and is wearing a white long-sleeved top and blue pants. The man has light skin, short dark hair, and is wearing a white long-sleeved top and blue pants. Both are holding green poles that support the banner.

HOW TO APPLY FOR THE EU SETTLEMENT SCHEME

THE MIX

How to apply for the EU settlement scheme

A step-by-step guide to your application:

This may seem overwhelming at first, but if you follow one step at a time you can do it! There may be lots of steps, but each individual step is easy.



So, what do you need to do?



1

If you've an EU biometric passport/ID, then the first step is to download the EU Exit: ID Document Check app to your phone. The app will ask you for a phone number and email address.



There are then four stages:

- 1) scan your passport or ID card;
- 2) place your phone on your passport (the app will scan the chip);
- 3) scan your face;
- 4) photograph your face.

If you don't have a biometric passport/ID, or you're having issue scanning it, you'll need to start your application process directly online (not through the app) and send your passport/ ID by post to

the Home Office. This is okay: they will return it! Visit the Post Office in person and get a receipt of posting your package to put your mind at rest.

Because of Coronavirus, this process may take longer than usual, so if you'll need your passport - for example, you might be going on holiday in a month - then delay starting your application until you've come back from your trip.

2

When you've entered your details in the app, you'll be directed to a web page to continue the application. This step can be done on any device - a computer, laptop, mobile phone or tablet. You'll need to log in using some personal information and the phone number/email address you've already entered into the app.

You'll need to complete every section of the form (identity, application type, residence in the UK, criminal convictions, digital photo). An important element of this part of the application is submitting a National Insurance (NI) number if you have one, and disclosing any criminal convictions, if applicable, but if you don't have an NI number, don't worry, you can still apply.



3

You'll also be asked to provide the details of your permanent residence document or indefinite leave to remain. If you don't have these, you'll be asked to confirm your current address in the UK and your NI number (if you have it). These details will be used by the Home Office to search government data bases and to verify that you are a resident in the UK and whether you've lived here for more than five years.



4

When you are done, the system will show one of three messages:

“You’ll be considered for settled status”:

This will show up if the automated scan of government data shows that you’ve been living in the UK for five years in a row. Your application will then go to a human decision-maker to sign off on the decision to grant settled status. If you agree with this preliminary decision, you can click on ‘Submit Application’ and your application will be completed.

“You’ll be considered for pre-settled status”:

This will happen if the data submitted by you and found by the Home Office suggests you’ve lived in the UK for less than five years, but that you’ve lived here during the past six months. You’ll have a choice between “accepting” pre-settled status or submitting evidence to show you are eligible for settled status.

If you want to show you’re eligible for settled status, you can view the years you need to provide evidence for and upload evidence of residence via the online application.

If you believe that you should get settled status and have evidence to demonstrate it, then don’t accept pre-settled status. If you do, you’ll have to submit a second application for settled status in the future.

“We need more evidence of your residence”:

If you see this message you can choose between uploading evidence showing your residence in the UK for five years (to be eligible for settled status) or for the last six months (to be eligible for pre-settled status). Don’t worry, there are lots of ways you can prove evidence of residence and [you can find a full list here](#).

5

After you’ve submitted your application you’ll be emailed a Certificate of Application, sent by the Home Office to confirm that you’ve submitted a valid application. However, it does not confirm that you have immigration status in the UK.

You’ll get a decision letter via email. This can take longer because

of coronavirus, so don't panic if you don't receive it in a few days - it sometimes takes a few months. The pdf letter states whether you have pre-settled or settled status, but it is not proof of your status.

Every time you renew your ID, change address and personal details, such as your name, it is your responsibility to update your status details online:

<https://www.gov.uk/update-uk-visas-immigration-account-details>

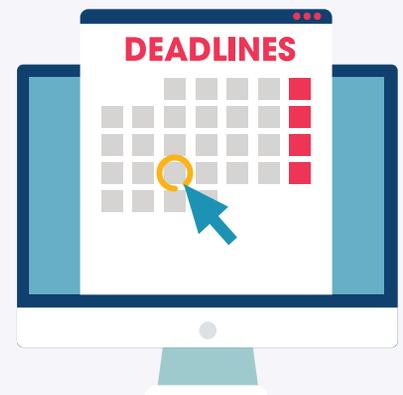
When you need to prove your status in the future, such as when going to university or renting a room, you'll need to use the Government's online system to view and prove your status:

<https://www.gov.uk/view-prove-immigration-status>

What are the deadlines?

The residence deadline: To apply, you need to have been living in the UK before **31st December, 2020**.

The application deadline: You must complete your application by **30th June, 2021**.



At the moment, the Home Office say they're processing applications more slowly than usual because of the Covid-19 pandemic. Although the final deadline is 30th June, 2021, we would recommend getting your application in earlier to avoid any worry caused by slow processing.



If you need to talk to someone about your application, contact the EU Settlement Scheme Resolution Centre:

Telephone: **0300 123 7379**

From outside the UK: **+44 203 080 0100**

Monday to Friday, **8am to 8pm**

Saturday and Sunday, **9.30am to 4.30pm**

You can also ask questions via the government's website here. They say they will reply with-in five working days.

You can read the government guidelines [here](#), and find them translated into other languages [here](#).