

## **EU SETTLEMENT SCHEME – KEY FACTS**

\*In this document 'EU citizens' includes citizens of the EU member states, as well as citizens of EEA states (Norway, Iceland and Liechtenstein), and citizens of Switzerland.

- EU Citizens and their family members (including children) must apply to the EU Settlement Scheme to secure their rights to live, work, study in the UK. (Citizens from Ireland do not need to apply).
- EU Citizens must be resident in UK by 31<sup>st</sup> December, 2020 to be eligible
- **Deadline to make a Settlement Scheme application is 30<sup>th</sup> June, 2021**
- Settlement Scheme applications are free
- Applicant is granted either **Settled Status** (Indefinite Leave to Remain) if adequate evidence of 5 years' continuous residence in the UK is available, or **Pre-Settled Status** (Limited Leave to Remain, valid for 5 years) if resident in the UK for less than 5 years. Pre-Settled Status holder will need to re-apply for Settled Status before his Pre-Settled Status expires.
- See gov.uk website for more details about making an application to the EU Settlement Scheme:  
In English:  
<https://www.gov.uk/settled-status-eu-citizens-families>  
And in all European languages:  
<https://www.gov.uk/guidance/settled-status-for-eu-citizens-and-their-families-translations>

### **Application process:**

Applicant will need:

- Valid Passport or ID Card (i.e. not expired)
- Mobile Phone
- Email Address
- National Insurance Number or provide strong evidence of residence (list available on gov.uk <https://www.gov.uk/guidance/eu-settlement-scheme-evidence-of-uk-residence> )
- Link on how to apply <https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status>

### **How to make application using Mobile Phone**

1. Identity Verification - using valid ID document and mobile phone app: 'EU Exit: ID Document Check' app which can be downloaded for an Android phone 6.0 or above, an iPhone 7 or above.  
See how to use app <https://www.gov.uk/guidance/using-the-eu-exit-id-document-check-app>
2. Residence - NINO or other strong evidence of residence in UK

3. Criminality/Suitability – provide details of any criminal offence committed in this country or any other country

If applicant provides false information or fails to disclose information this will affect their application and any future applications for Settled Status.

### **After an application has been submitted:**

An email is sent automatically confirming the application has been submitted.

A second email containing a pdf letter 'COA' ('Certificate of Application') is sent to confirm the application is valid.

A third email with a pdf attachment 'StatusOutcome' is sent once a decision has been made. This pdf letter contains important information and useful electronic links to view, update and prove status.

NB: If additional information is required by the Home Office, it will be requested by email only.

### **After Settled or Pre-Settled Status is granted:**

To view and prove your status:

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

To update status (change of personal details, ID document...):

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

### **Right to work checks:**

Until 30 June 2021, EU citizens continue to be able to prove their right to work by showing their passport or ID card. <https://www.gov.uk/check-job-applicant-right-to-work>

From 1<sup>st</sup> July 2021, there will be no need to make retrospective checks for existing employees.

When employing new staff, right to work check will be done using an online portal and a share code provided by the EU worker to their employer.

Employer will need to visit <https://www.gov.uk/view-right-to-work>

### **Getting assistance to make an application:**

Through the EU Citizens support project, 26 specialist advisers based in local CABs provide support and assistance to the most vulnerable members of the community with their applications to the EU Settlement Scheme. Complex cases can be referred to our solicitor-led service. All of the advice and support is free, confidential and impartial.

Advisers deliver the service on our telephone helpline: 0800 916 9847 – Monday-Friday 9am-5pm, and in some of our 59 CABs across Scotland.

Depending on current local restrictions, appointments can be offered face-to-face, via video-conference or phone.

Handsets are available in all CABs to verify applicant's identity using the EU Exit App.

To find your nearest Citizens Advice Bureau: <https://www.cas.org.uk/bureaux>

To contact your local EU Citizens support adviser:

Local Authority Areas	Bureaux	Adviser Name	Email Address
Argyll & Bute	Argyll & Bute CAB	Frances Roberts	<a href="mailto:frances.roberts@abcab.org.uk">frances.roberts@abcab.org.uk</a>
Dumfries & Galloway and South Ayrshire	Dumfries & Galloway (Dumfries)	Lucile Gariat	<a href="mailto:lucile.gariat@dagcas.org">lucile.gariat@dagcas.org</a>
	Dumfries & Galloway (Stranraer)	Mandy Grier	<a href="mailto:mandy.grier@dagcas.org">mandy.grier@dagcas.org</a>
Stirling, Falkirk and Clackmannanshire	Stirling CAB	Ivo Todorov	<a href="mailto:ivaylo.todorov@StirlingCAB.casonline.org.uk">ivaylo.todorov@StirlingCAB.casonline.org.uk</a>
Scottish Borders	Central Borders CAB	Kasia Zyg	<a href="mailto:kasia.zyg@CentralBordersCAB.casonline.org.uk">kasia.zyg@CentralBordersCAB.casonline.org.uk</a>
	Peebles CAB	Pia Formisano	<a href="mailto:pia.formisano@peeblescab.casonline.org.uk">pia.formisano@peeblescab.casonline.org.uk</a>
East Renfrewshire, Renfrewshire and Inverclyde	East Renfrewshire CAB	Cara McCarthy	<a href="mailto:cara.mcCarthy@EastRenfrewshireCAB.casonline.org.uk">cara.mcCarthy@EastRenfrewshireCAB.casonline.org.uk</a>
Highland	Inverness Badenoch & Strathspey CAB	Wilma Verhaere	<a href="mailto:wilma.verhaere@invernesscab.org">wilma.verhaere@invernesscab.org</a>
		Pascale Crozier	<a href="mailto:pascale.crozier@invernesscab.org">pascale.crozier@invernesscab.org</a>
	Nairn CAB	Franner Jordan	<a href="mailto:franner.jordan@NairnCAB.casonline.org.uk">franner.jordan@NairnCAB.casonline.org.uk</a>
Shetland	Shetland CAB	Marek Barecki	<a href="mailto:marek.barecki@shetland.org">marek.barecki@shetland.org</a>
Perth & Kinross and Angus	Perth CAB	Magda Szmiechel	<a href="mailto:magda.szmiechel@perthcab.org.uk">magda.szmiechel@perthcab.org.uk</a>
Dundee	Dundee CAB	Philip Enwegbara	<a href="mailto:philip.enwegbara@Dundeecab.casonline.org.uk">philip.enwegbara@Dundeecab.casonline.org.uk</a>
Aberdeenshire	Kincardine & Mearns CAB	Karen Wood	<a href="mailto:karen.wood@kamcab.casonline.org.uk">karen.wood@kamcab.casonline.org.uk</a>
	SW Aberdeenshire CAB	Gosia Baranowska	<a href="mailto:gosia.baranowska@swacab.org.uk">gosia.baranowska@swacab.org.uk</a>
	Banff & Buchan CAB	Magda Chorab	<a href="mailto:magda.chorab@aberdeenshirecab.casonline.org.uk">magda.chorab@aberdeenshirecab.casonline.org.uk</a>
	NW Aberdeenshire CAB	Lori Edmiston	<a href="mailto:lori.edmiston@nwacab.org.uk">lori.edmiston@nwacab.org.uk</a>
Aberdeen	Aberdeen CAB	Roisin Lynn	<a href="mailto:roisin.lynn@aberdeencab.casonline.org.uk">roisin.lynn@aberdeencab.casonline.org.uk</a>
Edinburgh, East Lothian and Midlothian	Citizens Advice Edinburgh	Karen brown	<a href="mailto:karen.brown2@caed.org.uk">karen.brown2@caed.org.uk</a>
Glasgow	Glasgow Greater Pollok CAB	Gita Blaze	<a href="mailto:EUProj@gpollokcab.org.uk">EUProj@gpollokcab.org.uk</a>
	Glasgow NW CAB	Zhila Faraji	<a href="mailto:zhila.faraji@gnwcab.org.uk">zhila.faraji@gnwcab.org.uk</a>
East Dunbartonshire and West Dunbartonshire	East Dunbartonshire CAB	Sadia Khan	<a href="mailto:sadia.khan@EastDunbartonCAB.casonline.org.uk">sadia.khan@EastDunbartonCAB.casonline.org.uk</a>
North Lanarkshire and South Lanarkshire	Airdrie CAB	Freja Poulter	<a href="mailto:freja.poulter@airdriecab.casonline.org.uk">freja.poulter@airdriecab.casonline.org.uk</a>
		Amanda Graham	<a href="mailto:amanda.graham@airdriecab.casonline.org.uk">amanda.graham@airdriecab.casonline.org.uk</a>
		Angus Harrison	<a href="mailto:angus.harrison@airdriecab.casonline.org.uk">angus.harrison@airdriecab.casonline.org.uk</a>

