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General queries about the scheme

1. What is the EU Settlement Scheme?

The UK government is committed to protecting the rights of EU 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 EU national, or a non-EU family member of an EU national and your residence in the UK is based on that relationship, you’ll need to apply for UK immigration status under the EU Settlement Scheme. Further detail on the Settlement Scheme can be found on GOV.UK.

2. Which countries are part of the European Union?

The EU comprises the following countries:

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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. Rights for citizens of these countries are still being negotiated.

3. What do 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 31 December 2020.

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 5 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 5 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 5 years and spent at least 6 months of each year in the UK (known as ‘continuous residence’). You will not need to pay a fee to switch.
You’ll be able to spend up to 2 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 31 December 2020 if you’re:

- an EU national; or
- not from the EU or the UK, but you’re a family member of an EU national and your residence in the UK is based on that family connection.

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 (eg on a Returning Resident visa)
- you have British citizenship

6. **What will it cost?**

An application costs £65 for those aged 16 or over and £32.50 for children, but it is free if you have a valid permanent residence document or valid indefinite leave to enter or remain.

7. **Will the University help with the cost of applications?**

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.

Though your family members can’t apply for pre-settled or settled status yet, we’ve widened the current 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 settled status and they’re born in the UK, they’ll automatically be British citizens.

If you have children after getting pre-settled status and they’re born in the UK, they’ll automatically eligible for pre-settled status, and then for settled status on their 5th birthday.

They’ll only be a British citizen if their other parent has one of the following:

- British citizenship
- settled status
- indefinite leave to remain in or enter the UK
- right of abode in the UK

Phase 2 of the pilot

9. What is the pilot?

This pilot is testing the application process that EU nationals and their family members will use when the scheme opens fully next year, and it'll run from 15 November to 21 December 2018. Feedback about your experience will be used to make improvements to the process before the scheme fully launches to the public by 30 March 2019.

IMPORTANT: Please note that making an application in this pilot 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 for this phase of the pilot?

You’ll be able to take part in the pilot if you’re a University employee and you’re either:

- an EU national with a valid biometric passport (this is an e-passport which has a digital chip); or
- a non-EU national family member employed by the University 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 as you’ll need to download the Home Office’s “EU Exit: ID Document Check” app to apply. If you don’t have access an Android smart phone, you can use the one HR have bought. You can book an appointment via Doodle until 21 December and, once the scheme’s reopening date is announced, we’ll let you know how to book.
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If you’re from Iceland, Liechtenstein, Norway or Switzerland, unfortunately you’re not eligible to apply during the pilot as the UK government is still negotiating your rights.

11. How do I take part?

You’ll need to register your interest before you can take part, please read the article, ‘EU Settlement Scheme pilot invitation’ on For Staff which explains the process you’ll need to follow.

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 jobs. You should use the same email address all the way through your application.

13. Do I have to take part?

Absolutely not, the pilot is purely voluntary and there’s absolutely 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.

14. What if I have family members who don’t work in higher education?

You can still apply now for yourself and then, when the scheme opens fully, your family members can apply and link their applications to yours so, if any of your evidence covers them, they won’t need to resubmit it.

15. What’s the application process during the pilot?

To apply, you’ll need to complete an application to:

- **Verify your identity** – you’ll need to have a valid biometric passport or biometric residence card (issued by the Home Office) to apply in this pilot and you’ll have to use the “EU Exit: ID Document Check” app to verify identity. It’s currently only available to download on Android devices, and an easy way to check if your device can use this app is if it has the technology to make contactless payments.

  If you can’t get access to this app during the pilot 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 (if you have one) to allow the Home Office to check Her Majesty’s Revenue and Customs records.
There may be cases where residence cannot be proven automatically in this way and, if that’s the case, you’ll be asked to provide further evidence on your application. Information on the other types of evidence you can use can be found 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. Decisions are currently being received within a week of completing the application.