



THE AIRE CENTRE

Advice on Individual Rights in Europe



How to apply under the EU Settlement Scheme?

If you are an EU national, or the national of Iceland, Liechtenstein, Norway and Switzerland, or a family member of such national, you are residing in the UK, and you believe you meet the criteria for applying under the EU Settlement Scheme, you can submit an application online.

What is the deadline for applying?

The application process is now open and the general deadline for applications under the scheme by those resident in the UK by the end of 2020 will be **30 June 2021**.

Close family members (spouses, civil partners, durable partners, dependent children or grandchildren, and dependent parents or grandparents) joining an EU, Iceland, Liechtenstein, Norwegian, or Swiss citizen in the UK after 31 December 2020 will have **three months from their arrival** to make an application under the EU settlement scheme.

What information will I need to submit with the application?

Every applicant will need:

- (A) an email address;
- (B) proof of identity (i.e. a valid passport or national identity card);
- (C) relevant proof that they fall into one of the categories above (e.g. permanent residence document); and
- (D) proof of relations to a family member (if relevant).

You will not have to choose which status you are applying for – the Home Office will automatically consider their application as if it was made for settled status, and if it is refused due to insufficient length of residence, will grant pre-settled status.

How do I apply?

The application is split into two steps – (1) proving your identity and (2) completing your application details.

Advice Line: +44 20 7831 4276 Fax: +44 20 7862 5765

e-mail: info@airecentre.org

Institute of Advanced Legal Studies, Room 505
Charles Clore House, 17 Russell Square, London WC1B 5DR

Company Limited by Guarantee, Reg. No. 2824400 Charity Registered No. 1090336



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Both steps are set out on the [‘Apply for Settled Status’ website](#).

Proving your identity

You will need to use an Android device to complete this step online. If you do not have an Android device, it is advisable to borrow it from a friend, family member or colleague. Otherwise you will have to send your identity document to the Home Office by post or attend an ID document scanner location (see below).

On your Android device, you will have to download the ‘EU Exit: ID Document Check’ application. Once downloaded, you will be asked to provide your email address and phone number and complete the following steps:

- (A) scan / take a photograph of the passport page with your details and photograph in it;
- (B) place the device over the passport in order for it to read the chip embedded in the passport;
- (C) scan your face; and
- (D) take a photograph of your face.

The app guides you through each step and confirms when the process is complete, at which stage you will proceed with the second step – completing your application details.

If you are not able to use an Android device to prove your identity, you can either send your identity document by post to the Home Office (after completing the application online) or scan your identity document at an ID document scanner location (before completing the application online).

The list of locations offering ID document scanning is provided on the following website - <https://www.gov.uk/government/publications/eu-settlement-scheme-id-document-scanner-locations>. Please note that an appointment may be required and a fee may be payable.

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The AIRE Center in collaboration with New Europeans also organise application workshops in various locations and anyone who is interested can register to attend for free. Details for future events can be found at: <https://www.airecentre.org/euss-workshops>.

Completing the application details

This step can be done on any device – computer, laptop, mobile phone or tablet (whether Android or other).

You should return to the [‘Apply for Settled Status’ website](#) and log in (by providing your identity document’s number and your date of birth) to continue with your application.

You will be asked to provide the details of your permanent residence document or indefinite leave to remain. If you do not have a permanent residence document or indefinite leave to remain, you will be asked to confirm your current address in the UK and your national insurance number. These details will be used by the Home Office to verify that you are resident in the UK and whether you have been resident for more than 5 years.

You will then be asked to complete a criminal convictions declaration.

Once you complete all the details and confirm that the information you have supplied is correct, you will see a screen that:

- (A) confirms that “you will be considered for settled status” – if you agree with this preliminary decision, you can click on ‘Submit Application’ and your application will be complete; or
- (B) states that the records show that “you have been continuously resident for less than 5 years” – if you agree with this preliminary decision, you can click on ‘Submit Application’ and your application will be complete. If you do not agree with this preliminary decision, you will be able to upload evidence to prove your residence over the 5 years (you will be able to see which years you

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need to provide evidence for). Once you upload all the relevant evidence, you can click on 'Finish and submit' and your application will be complete.

Is there a fee for the application?

No, the application is free.

What happens after my application is submitted?

Information on what happens after the application is submitted can be found in our information note on [*What happens after my application under the EU Settlement Scheme is submitted?*].

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