



UNISON Guidance on the EU Settlement Scheme and Settled Status

September 2018

What is the EU Settlement Scheme?

If you're a European Union (EU) citizen living in the UK, and you want to continue living in the UK, the government is saying you and your family need to apply to the EU Settlement Scheme by 30 June 2021. You will be applying for a new immigration status called Settled Status.

Proof of your settled status will be online only. It will not be a physical document. Once it has been granted it will remain valid unless you leave the UK for a period of more than 5 years.

The information provided here is UNISON's latest understanding of the government's proposal which will continue to be reviewed and updated as necessary.

Settled status will allow you and your family to continue to live and work in the UK. It will mean you are eligible for:

- public services, such as healthcare and schools
- public funds and pensions
- British citizenship, if you meet the requirements and want to apply

If you have been a resident in the UK for more than 5 years you will be eligible for **settled status**. If you have been a resident for less than 5 years you are eligible for **pre-settled status** until you have lived in the UK for 5 years and you gain settled status.

Who is eligible?

- EU citizens from the 27 countries of the EU living in the UK by **31 December 2020**
- Family members (EU and non-EU members) of eligible EU citizens
- Close family members not living in the UK: EU or non-EU (spouses, civil partners, unmarried partners, dependent children and grandchildren and dependent parents and grandparents) can join their EU family at any point in the future
- Family members of Irish citizens from outside the UK and Ireland

Rights of citizens from Norway, Iceland, Liechtenstein and Switzerland are still being negotiated

What you need to know about the application process

The government will be piloting the EU Settlement Scheme through the rest of 2018 with the intent of fully opening the registration process by the end of March 2019. **UNISON advises that you not rush into the application process as you will have until 30 June 2021** to apply and that you continue to seek guidance through our website and your local branch.

If you are in a workplace that is part of the government's pilot, you will be asked to voluntarily apply for settled status as part of a trial run. While the government has assured EU citizens that

they are using this as an opportunity to make the application process as easy as possible, UNISON will be monitoring these sites closely and working with affected branches to provide support and advice.

It is important that you know that there will be no change to the rights and status of EU citizens living in the UK until 2021. UNISON will also be monitoring employers to make sure they are not discriminating against EU citizens due to negligence or misinformation.

UNISON is still campaigning to ensure that the Settlement Scheme retains all existing EU citizens' rights.

Just so you know, to register in the future, you will have to:

- 1.** Access the application on line using a computer, tablet or smart phone. Or complete the postal application.
- 2.** Verify proof of identity and nationality by scanning your EU passport or national identity card and uploading a photograph of yourself.
- 3.** Confirm proof of residence in the UK by providing your National Insurance (NI) number. Other documentation may also be necessary for proof of residence if no NI number.
- 4.** Complete the criminality check.
- 5.** Provide payment details: It will cost £65 for adults and £32.50 for children under 16. It will be free for those who already have valid indefinite leave to remain or a valid permanent residence document.

Getting ready for Settled Status

For most applicants it should be a smooth process. If you have been here for 5 years then it will be a simple check of your tax or benefits record via your NI number that will prove five years of continuous residence. If you have only been here a few years, then give your NI number or collect other evidence for those years and you will get the pre-settled status.

If you are concerned that you have not got the full National Insurance evidence, or only have periods of time with gaps showing in your work history, make sure that you collect as much evidence as possible of your residency in the UK and that you talk to your branch about how UNISON can further assist you.

1. Get ready using the checklist

✓	Check you and your family's passports or National ID cards are still valid for a good while after Brexit Day (29 March 2019)
✓	If you haven't got a passport/ID card, or if it is about to expire, visit your embassy to apply for a new one as soon as possible
✓	If you have not got a National Insurance number find out if you can apply for one
✓	Keep bank and building society statements
✓	If you have not done so yet, get yourself on to the local electoral register
✓	Track down old and keep current rental, tenancy or mortgage agreements
✓	Keep all bills: Council Tax, water, gas, electricity, TV licence and main line phone - mobile phone bills are not accepted
✓	Keep old and current employment contracts and any payslips, P45s and P60s
✓	Check your name is on it and get it added now if possible
✓	Keep any communication with government departments (for instance letters from HMRC, DWP, NHS, DVLA, Housing Benefits, etc.)
✓	For women in particular, make sure that the name on bills, payslips etc. matches the name on your passport or ID
✓	Do not throw away anything that could be used to prove that you have lived continuously in the UK for 5 years or more (the longer the better)

2. Keep up to date and join our campaign

- UNISON EU Citizens' Rights
www.unison.org.uk/eucitizens
- UNISON Brexit **www.unison.org.uk/brexit**
- UK Government's information/sign up for email alerts
<https://eucitizensrights.campaign.gov.uk/>
- The3million: citizens' rights campaigning partner
<https://www.the3million.org.uk/settled-status>

3. Contact your UNISON branch for support and information

If your branch contact details are not written below and you don't know how to find them, call **0800 0 857 857** for more information.

Branch Contact

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UNISON Branch

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Not in UNISON?

Join today at **joinunison.org** or call **0800 171 2193** or ask a UNISON rep for an application form.