



UNISON Guidance on the EU Settlement Scheme and Settled Status

Updated November 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.

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

The following groups of employees can apply first in a live pilot

- From **1 November 2018**, staff from three NHS trusts in Greater Manchester as well as the 12 NHS trusts and three universities in the north west of England.
- From **15 November 2018**, all staff in the higher education sector across the UK.
- From **29 November 2018**, all staff in the health and social care sectors across the UK.

Alongside the employment sector criteria above, to apply for settled status under the pilot as an EU employee you will need to be:

- a resident EU citizen with a valid passport or
- a non-EU citizen family member of an EU citizen with a biometric residence card.

Family members won't be able to apply during this phase of the pilot unless they are also eligible through their employment with a participating organisation or they are also being supported by one of the participating community organisations.

This phase of the pilot is only open to people who meet the eligibility rules set out above. By 30 March 2019, the EU settlement scheme is expected to be open to all eligible applicants, including family members.

UNISON advises that you not rush into the application process

If you are in a health, social care or higher education workplace as part of the government's pilot, you may be asked to voluntarily apply for settled status as part of a trial run. UNISON advises you not to rush into applying unless you are happy that you can successfully register with no complications at this stage.

1. You will have until 30 June 2021 to apply.
2. If you have family members you may wish to apply all together from March 2019.
3. UNISON is asking employers to agree to pay the settled status application fee for EU workers. Contact your branch for more information on whether the employer has agreed to pay the fee or made alternative payment arrangements.

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 the pilot closely. Please feed back any concerns to your UNISON branch who can provide further support and advice.

It is important that you know 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.

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.
6. 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 five years then it will be a simple check of your tax or benefits record via your National Insurance (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 NI 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.