



EU Settlement Scheme

Application guide

If you're an EU citizen, you and your family can apply to the EU Settlement Scheme to continue living in the UK after 30 June 2021. The deadline for applying is 30 June 2021.

This guide has been published to support you in making an application. It has been divided into eight sections:

1. Documents required for your application
2. Completing the Identity section of the application using the EU Exit: ID document App
3. Continuing your application after using the EU Exit: ID document App
4. Application type section of the application
5. Residence in the UK section of the application
6. Criminal convictions section of the application
7. Submitting your EU Settlement Scheme application
8. Application processing time and what you receive if you are successful

Further support

If you need any further support with your application, please contact:

- **Staff** - please contact Tracy Tobin,
E: t.tobin@cranfield.ac.uk
T: 0 1234 750111 extn: 2346
- **Students** - please contact Student Immigration and Funding,
E: studentimmigration@cranfield.ac.uk
T: +44 (0)1234 752970
+44 (0)1234 758181
+44 (0)1234 754901



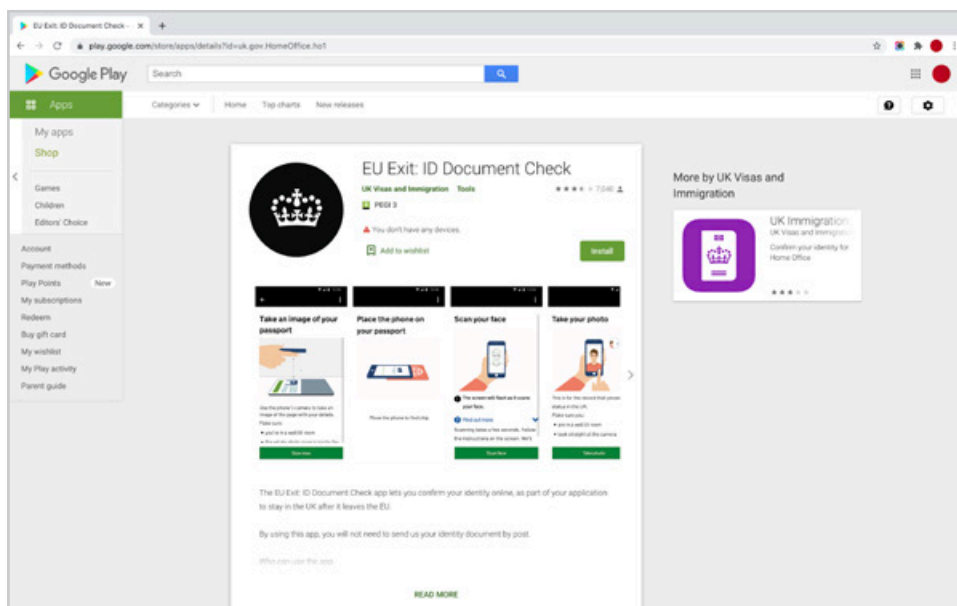
Documents required for your application

- A valid passport or national identity card
- Any of the following:
 - letter from Cranfield University confirming your registration and study in the UK
 - bank statement showing payments received or spending in the UK
 - payslip for a UK-based job
 - water, gas or electricity bill showing a UK address
 - landline or mobile telephone, TV or internet bill showing a UK address
 - domestic bill, such as for home repairs, vet's services or insurance, and evidence of payment
 - card or letter from GP, hospital or other healthcare professional confirming appointments have been made or attended
 - letter from a government department, public service or charity that show you have dealt with them on a particular date or for a particular period (for example Job Centre Plus or Citizens Advice)
 - passport stamp confirming entry at the UK border
 - used travel ticket confirming you have entered the UK from another country
 - invoice for work you have done in the UK and evidence of payment



Completing the Identity section of the application using the EU Exit: ID document App

The first step is to download the EU Exit: ID Document Check app. This works on most modern Android smartphones and some iPhones.

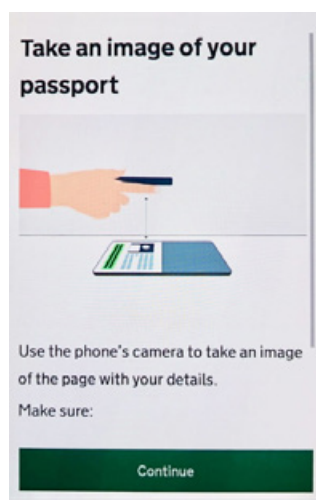


The app will ask you for a phone number and email address.

There are then four steps:

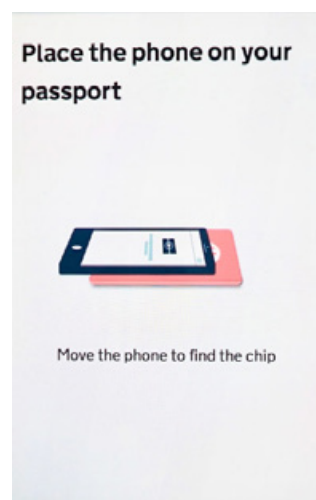
Step 1

Scan passport (or ID card)



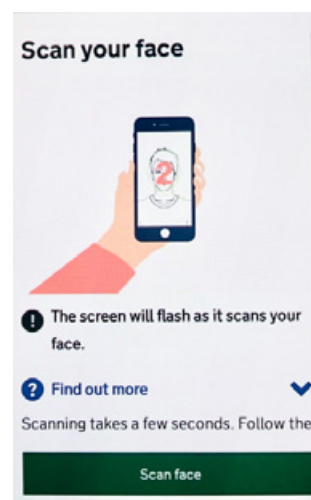
Step 2

Put phone on passport



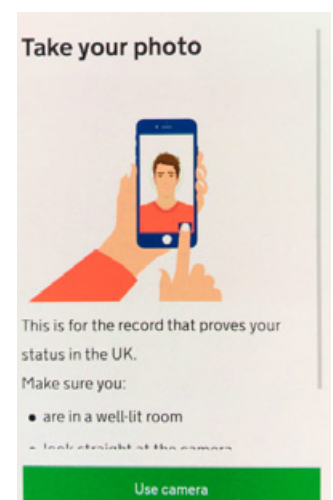
Step 3

Scan face



Step 4

Photograph face



Top tips

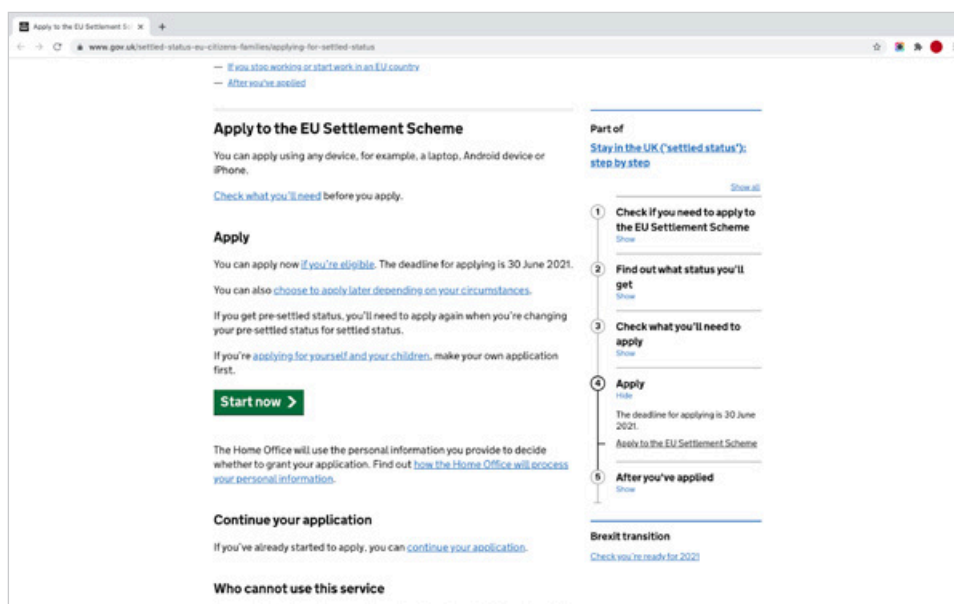
If you are using the app by going to an ID scanner location, you must attend the appointment before completing the online form. If you complete the online form before attending the appointment, you will have no choice but sending your identity document to the Home Office by post.



Continuing your application after using the EU Exit: ID document App

Return to the [UK government website](#) and follow links to complete your application.

Click on Start now.



Then click on “Log in” if you have already used the app to prove your identity.

The screenshot shows a web browser window with the URL `apply-to-enter-or-stay-in-the-uk.homeoffice.gov.uk/uss1?_ga=2.54764155.321455549.1607526143-657491623.1599648890&ipq=238209a4-f1c9-43a7-baac-2a689327b13&ipq=1991079-9485-4aa...`. The page title is "If you are not in the UK, EEA or Swiss Citizen".

If you are in the UK, you will need to use one of the following:

- passport
- biometric residence card
- biometric residence permit

If you are not in the UK, you can only use your biometric residence card.

Read the [guidance on staying in the UK after it leaves the EU](#) to check if you qualify.

Prove your identity >

Login

You can log in and continue with your application if you have already proved your identity using the Android app or online.

Login

How we use your personal information

The Home Office will use the personal information you provide to decide whether to grant your application.

In addition to an identity check, the three main ways in which your personal information will be processed are:

- criminality and security checks;
- if you have provided your National Insurance number, real time checks with the Department for Work and Pensions and HM Revenue and Customs to consider evidence of your residence in the UK (for example tax or benefit records); and
- on a case by case basis, sharing information with other organisations to

Click on the identity document that you have used with the app to check your identity and click continue.

The screenshot shows the GOV.UK logo at the top. Below it is a blue banner with the word "BETA" and the text "This is a new service - your [feedback](#) will help us to improve it."

What identity document did you use in your application?

☐ Passport

☐ National identity card

☐ Biometric residence card (BRC)

Continue

Enter your identity document details and click continue. The following example is using a passport (but you may have used your national identity card or biometric residence permit).

GOV.UK

BETA This is a new service - your [feedback](#) will help us to improve it.

[Back](#)

Enter your passport details

Passport number
For example, 120382978

Continue

[If you do not have your passport number](#)

Enter your date of birth and click continue.

GOV.UK

BETA This is a new service - your [feedback](#) will help us to improve it.

[Back](#)

Enter your date of birth

You should enter this as shown on your passport, for example, 31 3 1980

Day Month Year

Continue

Choose to confirm who you are by either having a code sent as an SMS to your mobile or to your email and click continue.

GOV.UK

BETA This is a new service - your [feedback](#) will help us to improve it.

[Back](#)

Confirm who you are

We will send a code to your phone or email address.

☐

 Send me a text message (SMS) to +44*****

☐

 Send me an email to a*****@

Continue

[If you no longer have your phone number and email address](#)

Input the code and click continue.

The screenshot shows the GOV.UK website header with the crown logo and 'GOV.UK' text. Below the header is a blue bar with 'BETA' and the text 'This is a new service - your [feedback](#) will help us to improve it.' A link for 'Back' is visible. The main heading is 'Check your phone'. The text states: 'We've sent you a single-use, 6-digit security code by text message (SMS) to: +44*****'. It then says 'It may take a few minutes to arrive.' Below this is a 'Security code' label and an empty input field. There is a 'Resend code' link and a green 'Continue' button. At the bottom, there is a link: 'I haven't got access to that phone - use email instead'.

After logging in, the applicant sees a page that looks like this:

The screenshot shows the GOV.UK website header with the crown logo and 'GOV.UK' text. Below the header is a blue bar with 'BETA' and the text 'This service is currently in development'. The main heading is 'Apply to stay in the UK after it leaves the EU'. Below this is the text 'You need to complete every section.' The page lists several sections: 'Identity' (with a 'COMPLETED' badge and a 'View answers' link), 'Application type', 'Residence in the UK', 'Criminal convictions', 'Digital photo' (with a 'COMPLETED' badge), and 'Submit answers'.



Application type section

Tick the answer that applies to you and click continue.

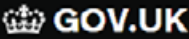
The screenshot shows the GOV.UK website header with the crown logo and 'GOV.UK' text. Below the header is a blue bar with 'BETA' in white and 'This service is currently in development' in black. A 'Back' link with a left arrow is visible. The main heading is 'Do you have dual nationality?' in bold. Below it is a subtext: 'This means you have more than one current nationality.' There are two radio buttons: 'Yes' and 'No'. At the bottom, there is a green 'Continue' button and a blue 'Save and return later' link.

If you answer yes then there will be two more follow up questions, as follows below. If you answer no then there will not be any follow up questions.

Enter your other country of nationality and click continue.

The screenshot shows the GOV.UK website header with the crown logo and 'GOV.UK' text. Below the header is a blue bar with 'BETA' in white and 'This service is currently in development' in black. A 'Back' link with a left arrow is visible. The main heading is 'What is your other country of nationality?' in bold. Below it is a subtext: 'Other country of nationality' followed by a text input field. There is a blue link 'Add another current nationality' below the input field. At the bottom, there is a green 'Continue' button and a blue 'Save and return later' link.

Click the answer that applies to you and click continue. If you answer no, provide details and click continue.



BETA This service is currently in development

[← Back](#)

Have you had your EU nationality since you were born?

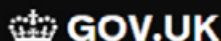
☐ Yes ☒ No

What year did you get your EU nationality?
If you cannot remember, enter an approximate year

Continue

[Save and return later](#)

Previous nationalities - tick the answer that applies to you and click continue.



BETA This service is currently in development

[← Back](#)

Do you have any previous nationalities?

Countries where you used to have citizenship but don't anymore.

☐ Yes ☐ No

Continue

[Save and return later](#)

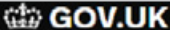
Permanent Residence Card - If you have been in the UK for less than 5 years then it is highly likely your answer to this question will be no. Click continue.

The screenshot shows the GOV.UK website for applying for EU settlement status. The page title is "Do you have a valid UK permanent residence card?". It includes a "BETA" notice and a "Back" link. The main question is "Do you have a valid UK permanent residence card?". Below this, it explains that the answer will determine if a fee is required. It provides a visual example of a Permanent Residence Card and a Registration certificate, with the card marked as correct (green checkmark) and the certificate marked as incorrect (red X). It then lists conditions under which residence is not valid: being out of the UK for more than 5 years or losing status for other reasons. At the bottom, there are radio buttons for "Yes" and "No", a green "Continue" button, and a link "Save and return later".

If you answered yes to the question on the Permanent Residence Card, you should provide the card number or if you don't have the card tick the box below and click continue.

This screenshot shows the input section for the permanent residence card number. At the top, there are radio buttons for "Yes" (selected) and "No". Below this is the heading "Permanent residence card number" followed by the instruction "The number is on the top right corner of your card. For example, 1234567". There is a text input field for the number. Below the field is a checkbox labeled "I cannot provide my document number". A confirmation message states: "By answering yes to this question, you confirm that your permanent residence is valid. This means you have not:". This is followed by a list of conditions: "been out of the UK for a continuous period of more than 5 years since getting permanent residence status" and "lost your permanent residence status for any other reason for example, you were deported". At the bottom, there is a green "Continue" button and a blue link "Save and return later".

Indefinite Leave to Remain (ILR) - If you have ILR choose yes then provide details. If not, choose no and click continue.



BETA This service is currently in development

[Back](#)

Have you ever been granted indefinite leave to remain (ILR)?

ILR is a type of immigration status you would have applied for. You'll usually have a stamp in your passport if you have it.

By answering yes to this question, you confirm that your ILR status is valid. This means you have not:

- been out of the UK for a continuous period of more than 2 years since getting ILR
- lost your ILR status for any other reason for example, you were deported

☐ Yes ☐ No

[Continue](#) [Save and return later](#)

If you have answered yes to the ILR question, provide details and click continue.

have a stamp in your passport if you have it.

By answering yes to this question, you confirm that your ILR status is valid. This means you have not:

- been out of the UK for a continuous period of more than 2 years since getting ILR
- lost your ILR status for any other reason for example, you were deported

☒ Yes ☐ No

Year you got ILR

If you cannot remember the exact year you got ILR, either:

- enter the year closest to when you think you got it
- leave blank

Year

[Continue](#) [Save and return later](#)

Check your answers and make any changes, where necessary, before progressing to the next step. Once happy with all the answers, click continue.

GOV.UK

BETA This service is currently in development

[Back](#)

Check your application type answers

Dual nationality	No	Change
Previous nationality	No	Change
Permanent residence	No	Change
Indefinite Leave to Remain	No	Change

Continue

[Save and return later](#)

Click continue then you will be taken back to the main application page.



Residence in the UK section

Click on Residence in the UK.

Apply to the EU Settlement Scheme (settled and pre-settled status)

You need to complete every section.

Identity

[View answers](#)

COMPLETED

Application type

[View answers](#)

COMPLETED

Residence in the UK

Criminal convictions

Digital photo

COMPLETED

Confirm and continue

Provide your UK address.

The screenshot shows the GOV.UK website header with the logo and 'GOV.UK' text. Below the header is a blue bar with 'BETA' and 'This service is currently in development'. A 'Back' link is at the top left. The main heading is 'What is your address in the UK?'. Below it is a 'Postcode' label and an empty text input field. A green 'Find Address' button is below the input field. Below the button are two links: 'Enter address manually' and 'I don't know what address to use'. At the bottom is a link 'Save and return later'.

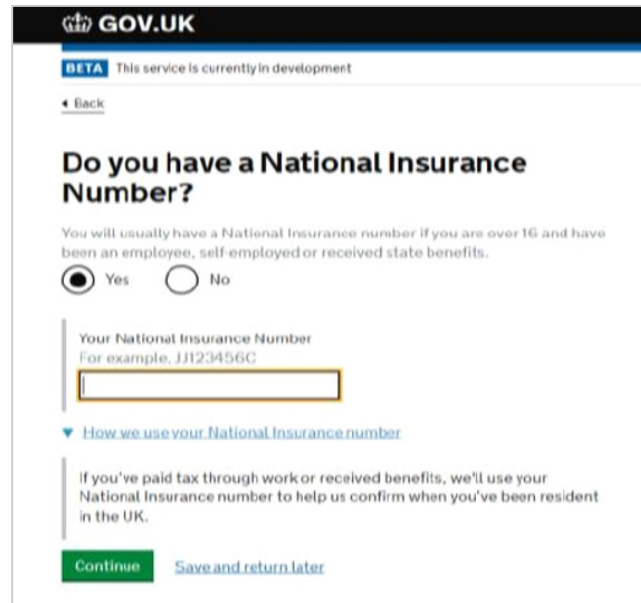
Tick the answer that applies to you and click continue.

The screenshot shows the GOV.UK website header with the logo and 'GOV.UK' text. Below the header is a blue bar with 'BETA' and 'This service is currently in development'. A 'Back' link is at the top left. The main heading is 'Have you ever been known by any other names?'. Below it is the text 'For example:' followed by a bulleted list: 'legal name changes through marriage or deed poll' and 'different spellings on your P60'. Below the list are two radio buttons labeled 'Yes' and 'No'. At the bottom are a green 'Continue' button and a link 'Save and return later'.

If you have answered yes to the "other names" question, provide details and click continue.

The screenshot shows the GOV.UK website header with the logo and 'GOV.UK' text. Below the header is a blue bar with 'BETA' and 'This service is currently in development'. A 'Back' link is at the top left. The main heading is 'Enter your other name'. Below it is the label 'Given names' and the text 'Your first and middle names' above an empty text input field. Below that is the label 'Surname' and the text 'If you have more than one name in your surname, enter them all' above an empty text input field. Below the input fields is a link 'Add another name'. At the bottom are a green 'Continue' button and a link 'Save and return later'.

If you have a National Insurance Number (NINo) answer yes to this question, otherwise answer no and click continue.



The screenshot shows a GOV.UK form titled "Do you have a National Insurance Number?". At the top, it says "BETA This service is currently in development" and has a "Back" link. The question is "Do you have a National Insurance Number?". Below the question, it explains: "You will usually have a National Insurance number if you are over 16 and have been an employee, self-employed or received state benefits." There are two radio buttons: "Yes" (selected) and "No". Below the radio buttons is a text input field for the National Insurance Number, with an example "JJ123456C" and a placeholder "Your National Insurance Number". Below the input field is a link "How we use your National Insurance number". At the bottom, there is a "Continue" button and a "Save and return later" link.

If you have been working within the last six months, the government can use your NINo to establish your residence for **Pre-Settled status**, you might not need to provide other evidence of your residency at this point.

If you have been working in the UK continuously for the last five years, the government can use your NINo to establish your residence for **Settled Status** without any further evidence required.

If your NINo does not confirm five years of work, you will be considered for Pre-Settled status. If you believe this is incorrect, you can challenge this later in the application process before finalising. If you have evidence of being in the UK for more than 5 years then you might want to submit these in support of your application at the same time you make your application.

If you haven't applied for a NINo because you haven't been working you will be able to use other evidence to show residency in the UK (for example a registration letter from Cranfield, your flight boarding pass, etc).

5.5. Check your answers and make any changes, where necessary, before progressing to the next step. Once happy with all the answers, click continue and then you will be taken back to the main application page.



Criminal convictions section

Click on Criminal convictions.

BETA This is a new service – your [feedback](#) will help us to improve it.

[Go to account home](#)

Apply to the EU Settlement Scheme (settled and pre-settled status)

You need to complete every section.

Identity View answers	COMPLETED
Application type View answers	COMPLETED
Residence in the UK View answers	COMPLETED
Criminal convictions	
Digital photo	COMPLETED
Confirm and continue	

Click the answer that applies to you and click continue. If you are not sure what offences you need to declare, click on Read the guidance.

[Back](#)

Have you ever been:

- convicted of a criminal offence
- arrested or charged with an offence that you're on trial for or awaiting trial

This includes offences in the UK or any other country

☐ Yes ☐ No

[Help with this question](#)

[Read the guidance](#) if you're unsure what offences you need to declare.

[Continue](#) [Save and return later](#)

If you answered yes to the question, there will be some follow up questions. Click the answer that applies to you and click continue.

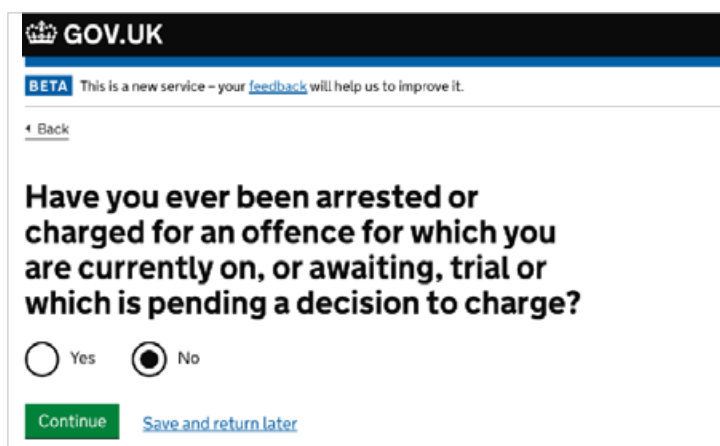
The screenshot shows a GOV.UK form with a black header bar containing the GOV.UK logo. Below the header, a blue banner reads 'BETA This is a new service – your [feedback](#) will help us to improve it.' A 'Back' link is visible. The main question is 'Have you been convicted of a criminal offence in the UK in the last 12 months?'. There are two radio button options: 'Yes' (unselected) and 'No' (selected). At the bottom, there is a green 'Continue' button and a blue 'Save and return later' link.

If you answer yes to the above, there will be further follow up questions.

If you answer no then you will be taken to the follow up questions below. Click the answer that applies to you and click continue. Provide details where required.

The screenshot shows a GOV.UK form with a black header bar containing the GOV.UK logo. Below the header, a blue banner reads 'BETA This is a new service – your [feedback](#) will help us to improve it.' A 'Back' link is visible. The main question is 'Have you had a criminal conviction outside the UK that involved any of the following:'. Below the question is a list of three bullet points: 'a violent offence', 'a drug-related offence', and 'a prison sentence of 12 months or longer'. There are two radio button options: 'Yes' (selected) and 'No' (unselected). Below the radio buttons, there are four text input fields: 'Which country were you convicted in?', 'What crime were you convicted of?', 'Date you were sentenced? For example, 28 4 2005. (with sub-labels Day, Month, Year)', and 'What was the length of your sentence, in months? If you did not receive a prison sentence, enter 0.'. Below the input fields is a blue link 'Add another criminal conviction'. At the bottom, there is a green 'Continue' button and a blue 'Save and return later' link.

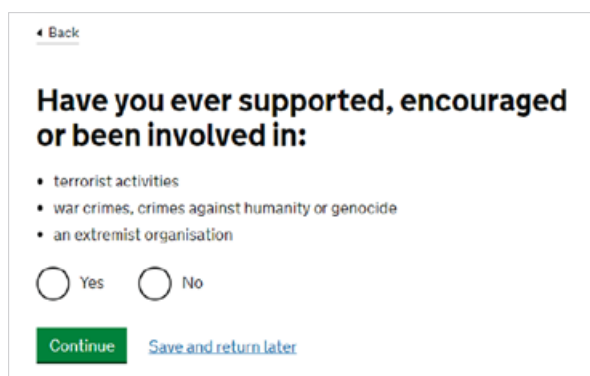
Click the answer that applies to you and click continue.



The screenshot shows a GOV.UK form with a black header containing the GOV.UK logo. Below the header is a blue banner with the word "BETA" in white, followed by the text "This is a new service – your [feedback](#) will help us to improve it." Below the banner is a link "← Back". The main question is "Have you ever been arrested or charged for an offence for which you are currently on, or awaiting, trial or which is pending a decision to charge?". There are two radio button options: "Yes" (unselected) and "No" (selected). At the bottom are two buttons: a green "Continue" button and a blue "Save and return later" link.


If you answer yes to the above, there will be further follow up questions.

If you answer no then you will be taken to the follow up questions below. Click the answer that applies to you and click continue.



The screenshot shows a GOV.UK form with a black header containing the GOV.UK logo. Below the header is a blue banner with the word "BETA" in white, followed by the text "This is a new service – your [feedback](#) will help us to improve it." Below the banner is a link "← Back". The main question is "Have you ever supported, encouraged or been involved in:". Below the question is a list of three bullet points: "terrorist activities", "war crimes, crimes against humanity or genocide", and "an extremist organisation". There are two radio button options: "Yes" (unselected) and "No" (unselected). At the bottom are two buttons: a green "Continue" button and a blue "Save and return later" link.

Check your answers and make any changes, where necessary, before progressing to the next step. Once happy with all the answers, click continue and then you will be taken back to the main application page.

Sign out

BETA

This is a new service – your [feedback](#) will help us to improve it.

[Go to account home](#)

Apply to the EU Settlement Scheme (settled and pre-settled status)

You need to complete every section.

Identity

[View answers](#)

COMPLETED

Application type

[View answers](#)

COMPLETED

Residence in the UK

[View answers](#)

COMPLETED

Criminal convictions

[View answers](#)

COMPLETED

Digital photo

COMPLETED

[Confirm and continue](#)

At this point, you still have a chance to check all your answers and make any amendments.


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Submitting your application

If you are happy to proceed then click **“Confirm and continue”**.

You will then be taken to security questions page. Choose one option from each of the three sets of security questions, provide answers and click continue.



BETA This is a new service – your [feedback](#) will help us to improve it.

[← Back](#)

Talking to us about your application

Answer one question from each set of questions. If you need to talk to us about your application, we may ask you to answer these questions. This is to make sure we are talking to you.

Make sure that you make a note of your answers or give answers you will remember. If you contact us and cannot tell us the answers you have given, we may not be able to discuss your application with you.

First set of questions

Give an answer to one of the questions in this set.

- ☐ What is the name of the first school you went to?
- ☐ In what city or town did your wedding take place?
- ☐ What is the first job you ever had?
- ☐ What is the last name of your favourite teacher from when you were at school?
- ☐ In what city or town did your mother and father meet?

Click the answer that applies to you in the declaration screen and click continue.

[← Back](#)


Declaration

Before continuing you need to confirm that:

- the documents you have uploaded are genuine to the best of your knowledge
- you are eligible and have been resident in the UK for the period you apply for
- your photograph is an accurate likeness of you

We will process your information as detailed in our [terms and conditions](#) and [privacy policy](#).

If we find a mistake in your application, we will contact you to help you correct this. If your application meets the criteria under the EU Settlement Scheme you will be granted status.

 **Your application may be refused and you could be prosecuted if you deliberately provide false information or documents.**

Did you have any help completing your application?


☐ No, I completed it myself

☐ Yes, someone else helped me or is applying on my behalf

Contacting you about your application

If we need more information from you, we will email you. If you cannot get into your email account, we can phone you instead.

Read the information and click continue.



BETA This is a new service – your [feedback](#) will help us to improve it.

[← Back](#)

What status you can apply for


The status you can apply for normally depends on how long you have been living in the UK.

We will tell you the status you can apply for and, in some cases, we may ask you to upload some evidence.

You can then submit your application.

[Continue](#) [Save and return later](#)

Make sure that you have the relevant evidence of your presence in the UK on your device to upload and click continue.



BETA This is a new service – your [feedback](#) will help us to improve it.

[◀ Back](#)


How to provide evidence

1. Take a scan or photo of your evidence.
2. Save it on your computer or device.
3. Upload your evidence – each document must be 6MB in size or less.
4. Enter the dates it covers if you are uploading residence evidence.

Continue

[Save and return later](#)

Click on “Upload evidence”.



BETA This is a new service – your [feedback](#) will help us to improve it.

[◀ Back](#)

Your pre-settled status evidence

You can upload up to 10 documents

▶ [How to use as few documents as possible](#)

Residence evidence

1. Provide evidence that you were here for 1 day in the last 6 months.
2. Check what to [use as residence evidence](#).
3. Upload your evidence - each document must be 6MB or less.

Upload evidence

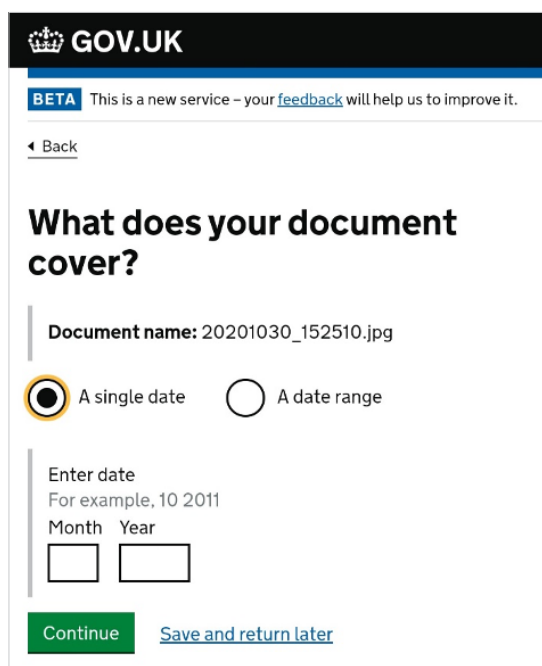
If you want to use evidence from previous applications

A caseworker can review your evidence from any of your previous applications, so you do not have to upload the same evidence again.

☐ Use evidence from previous applications

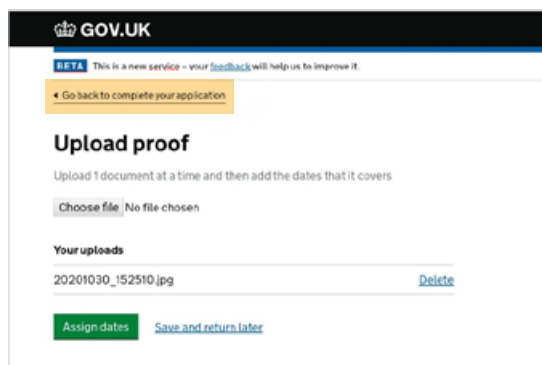
If you are using a Cranfield University letter then you can tick “A single date” and provide the date on the letter. This is usually the case for applicants applying for pre-settled status.

If you have been in the UK for more than 5 years and you are applying for settled status, then some of your documents might have a date range. Enter the month and year and click continue.




The screenshot shows the GOV.UK website header with the 'GOV.UK' logo and a 'BETA' badge. Below the header, a message states: 'This is a new service – your [feedback](#) will help us to improve it.' A 'Back' link is visible. The main heading is 'What does your document cover?'. Below this, the document name is '20201030_152510.jpg'. There are two radio buttons: 'A single date' (selected) and 'A date range'. Below the radio buttons, there is a section for 'Enter date' with the example 'For example, 10 2011'. This section contains two input fields labeled 'Month' and 'Year'. At the bottom, there are two buttons: 'Continue' and 'Save and return later'.

Once you have finished uploading your documents and assigning dates to it, click “Go back to complete your application”.



The screenshot shows the GOV.UK website header with the 'GOV.UK' logo and a 'BETA' badge. Below the header, a message states: 'This is a new service – your [feedback](#) will help us to improve it.' A yellow banner at the top contains the text 'Go back to complete your application'. The main heading is 'Upload proof'. Below this, the instruction is 'Upload 1 document at a time and then add the dates that it covers'. There is a 'Choose file' button and the text 'No file chosen'. Below this, there is a section titled 'Your uploads' which contains a table with one row: '20201030_152510.jpg' and a 'Delete' link. At the bottom, there are two buttons: 'Assign dates' and 'Save and return later'.

Click continue.



BETA This is a new service – your [feedback](#) will help us to improve it.

[◀ Back](#)

Your pre-settled status evidence

You can upload up to 10 documents

▶ [How to use as few documents as possible](#)

Residence evidence

1. Provide evidence that you were here for 1 day in the last 6 months.
2. Check what to [use as residence evidence](#).
3. Upload your evidence - each document must be 6MB or less.

1 FILE ADDED


Upload evidence

If you want to use evidence from previous applications

A caseworker can review your evidence from any of your previous applications, so you do not have to upload the same evidence again.

☐ Use evidence from previous applications

To submit your application, click “**Confirm and submit**”.



BETA This is a new service – your [feedback](#) will help us to improve it.

[◀ Back](#)

Now submit your application

By submitting your application, you confirm that you want to apply for pre-settled status, and that the documents you have uploaded are correct to the best of your knowledge.

Confirm and submit [Save and return later](#)

Once you have completed the application, you will receive a certificate of application which will contain your application number.



Application processing time and confirmation of status

Application processing time

Usually it takes around five working days for complete applications to be processed if no further information is required, but it can take up to a month (paper applications could take longer). An application is likely to take longer than a month to process if:

- the caseworker needs to request more information on a case
- an applicant has a relevant criminal record.

Confirmation of status

Once you have been granted pre-settled or settled status you can still access your application portal and through this can change any of your information. Importantly you can click to share the status with (put in the details of) an employer/ landlord who can then see your name, photo and status (without seeing other details like nationality, date of birth etc.). There will be an equivalent portal created for educational institutions to see the status of their students.

You will not get a physical document unless you are a non-EU family member and don't already have a biometric residence document.

If you are unsuccessful you:

- may be able to apply for an administrative review of the decision; and/or
- you can also appeal to an independent immigration tribunal if you applied under the EU settlement scheme after 11pm (GMT) on 31 January 2020; and/or
- can reapply (up until the scheme's deadline).