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.

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

Return to the [UK government website](https://www.gov.uk) 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.

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

Enter your passport details

Passport number
For example, 120328978

Continue

If you do not have your passport number

Enter your date of birth and click continue.

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.

Confirm who you are

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

Send me a text message (SMS) to +04******
Send me an email to a********@*

Continue

If you no longer have your phone number and email address
Input the code and click continue.

After logging in, the applicant sees a page that looks like this:
Tick the answer that applies to you and click continue.

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

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

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

If you have answered yes to the ILR question, provide details and click continue.
Check your answers and make any changes, where necessary, before progressing to the next step. Once happy with all the answers, click continue.

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

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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

Application type
View answers

Residence in the UK

Criminal convictions

Digital photo
View answers

Confirm and continue
Provide your UK address.

Tick the answer that applies to you and click continue.

If you have answered yes to the “other names” question, provide details and click continue.
If you have a National Insurance Number (NINo) answer yes to this question, otherwise answer no and click continue.

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.
Click on Criminal convictions.

Apply to the EU Settlement Scheme (settled and pre-settled status)
You need to complete every section.

Identity
View answers

Application type
View answers

Residence in the UK
View answers

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

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.
Click the answer that applies to you and click continue.

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?

- Yes
- No

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.

Have you ever supported, encouraged or been involved in:

- terrorist activities
- war crimes, crimes against humanity or genocide
- an extremist organisation

- Yes
- No
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.

At this point, you still have a chance to check all your answers and make any amendments.
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.
Click the answer that applies to you in the declaration screen and click continue.

### 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.

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

**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.

Click on "Upload evidence".

**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.

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

![Image of document upload interface]
Click continue.

Your pre-settled status evidence

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- How to use as few documents as possible

Residence evidence

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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”.

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

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).