How do I apply?

For information on how to apply please refer to the guidance here.

Should I apply now?

It is your choice whether you apply now during the pilot phase, or wait until March 2019 when the settlement scheme opens to all EU citizens.

The University will reimburse the application fee (£65) for all employees who are working for the University on or before 29 March 2019, whether they make an application as part of the pilot phase, or as part of the full EU Settlement Scheme when it is launched.

Can EEA/Swiss citizens apply?

The settlement scheme is currently only open to EU citizens or their spouse, civil partner, or family members. Please refer to the link below for more information on eligibility:

https://www.gov.uk/settled-status-eu-citizens-families/eligibility

The government has stated its intent that the scheme will be open to EEA and Swiss citizens on a similar basis, but we don’t yet know if and when that will happen.

Do Irish citizens need to apply for settled status?

The rights of Irish citizens residing in the UK are protected after the UK leaves the EU under the UK-Ireland Common Travel Area arrangements.

This means that Irish citizens do not need to apply under the scheme. Nonetheless, Irish citizens can make an application under the scheme, should they wish to do so.

If their family members are EU citizens they will need to make an application for status under the EU Settlement Scheme.

How long do I need to live in the UK for to be eligible for settled status?

If you live in the UK for five years or more continuously* you should be eligible for settled status. If you have lived in the UK for less than five years you should be eligible for pre-settled status.

Please refer to the link below for more information:


* Continuous residence means that for 5 years in a row you’ve been in the UK for at least 6 months in any 12 month period, except for:

- one period of up to 12 months for an important reason (for example, childbirth, serious illness, study, vocational training or an overseas work posting)
- compulsory military service of any length
Can my family members apply during the pilot phase?

The pilot is only open to employees working in the higher education, health or social care sectors. For your family members to apply during the pilot phase they would need to be employed in one of these sectors.

My wife/spouse/partner is a non-EU resident – can they apply?

If they work for the University or another Higher Education Institution or in the health or social care sectors then they can apply, as long as they have a biometric residence card with ‘EU Right to Reside’ printed on the back which was applied for on or after 6 April 2015.

I have a casual worker contract through UniWorkforce? Can I apply during the pilot and am I eligible to be reimbursed?

Anyone who works for the University (and this includes casual workers engaged through UniWorkforce) is eligible to apply for settled status during the pilot phase. However casual workers (i.e. anyone engaged through UniWorkforce) are not eligible to be reimbursed for the application fee.

The email address provided doesn’t work

Click on the email address and if you’re using Outlook a new email window will open with the correct email address populated in the ‘To’ field. If you are copying and pasting the address make sure you delete the full stop at the end of the email address.

How do I download the EU Exit: ID Document Check app?

You can download the app on any Android device by going to the Google Playstore and searching ‘EU Exit: ID Document Check’. Note the device you are using needs to be equipped with NFC (near field communication) for the app to work.

I don’t have an android device – can I still apply?

All applicants must use the EU Exit: ID Document Check app to verify their identity. This App is only available on Android Devices (such as an Android smartphone). The device also needs to be equipped with NFC (near field communication). You can use a friend or colleague’s device to complete this initial step of the application - the rest of the application can then be completed on that device or any smartphone, laptop or computer.

We know that many of our EU staff do not have a suitable Android device to use the EU Exit: ID Document Check app, so we have arranged for compatible phones to be available for staff to use. If you need to use this facility, please visit Human Resources Reception, Building 26, Highfield Campus from 0900-1630 Monday to Friday. No appointment is necessary.

You can make an appointment at the Southampton Register Office to have your ID document scanned and verified for you if you cannot use the EU Exit: ID Document Check app:

http://www.southampton.gov.uk/

If you cannot access the app or get into the Register Office during the pilot, there will be alternative ways to verify your identity once the scheme opens fully next year.
I don’t have a bio-metric passport (i.e. an e-Passport with a digital chip) – can I still apply?

You will need a bio-metric passport to be able to participate in the pilot scheme. You can contact the Southampton Register Office to see if they are able to verify a non-biometric passport (note there is a £14 admin fee to use their verification service). You can contact them on 023 8091 5327.

The Government has advised that there will be alternative ways to apply for settled status once the scheme opens to all EU citizens in March.

I already have (or applied for) a residence permit - do I need to apply for settled status?

Permanent residence documents will not be a valid proof of residence after June 2021 so you will still need to apply for a settled status even if you have previously applied for the permanent residence permit.

For more information, please click here:

https://www.gov.uk/uk-residence-eu-citizens/permanent-residence

Why has the Government launched the settlement scheme when EU staff could already apply for a permanent residence document?

The permanent residence card existed before the Brexit vote. It is intended to confirm residential status for family members of EEA and Swiss nationals, and to prove residential status for those wishing to apply for British citizenship.

EU citizens did not (and still do not) need a permanent residence card to exercise their rights as an EU citizen, but many EU nationals applied for one to provide some reassurance (and the University provided reimbursement for applications costs knowing that many of its EU employees would wish to seek such reassurance) prior to a specific provision being put in place by government for EU citizens in light of Brexit - the EU settlement scheme is that specific provision.

*EU staff should be aware that they will still need to apply for settled status or pre-settled status, even if they already have a permanent residence document or registration certificate.*

I have applied for citizenship/naturalisation - does that mean I don’t need to go through the settlement scheme process too?

Anyone awarded British citizenship will not be required to apply for settled status.

I work for the University but am not a UK resident - can I stay employed by the University after 31 December 2020?

Currently such arrangements can continue but we have no information about how this may change after the UK formally leaves the EU. We would therefore advise you to contact the Home Office. As we get further information over the coming months, we will be able to ascertain the appropriate action and will communicate this to affected staff. If you do have similar working arrangements in place and are unsure what the status of these will be post Brexit we advise you to raise these with your line manager so they can be flagged to your Head of School.

I have a permanent contract with the University - what's the University doing to ensure that I can continue to be employed by the University?

We want to retain all international staff as we highly value the contribution they make to the University, hence why we are promoting the Home Office settlement scheme pilot to our EU staff, and are offering to reimburse staff the £65 application fee.
**What happens if I don’t apply for settled status?**

It is still unclear what will happen to any EU citizens who have not applied for settled status by the scheme deadline (31 December 2020), but it is likely that the University won’t be able to continue legally employing any staff who have not applied for settled status.

**How much does it cost to have the Southampton Register Office scan and verify my ID document?**

We’ve been advised that the cost is £14. The University will reimburse the £65 application fee but not the £14 admin fee charged by the Register Office service.

The service provided by Southampton Register Office is only one of your options. We have arranged for compatible phones to be available for staff to use for free. If you need to use this facility, please visit Human Resources Reception, Building 26, Highfield Campus from 0900-1630 Monday to Friday. No appointment is necessary.

**I’ve already obtained permanent residence document but didn’t claim reimbursement - can I still be reimbursed the £65 admin fee?**

Yes you can – please complete the reimbursement form which can be downloaded here:

[https://www.southampton.ac.uk/hr/services/settled-status/settled-status.page](https://www.southampton.ac.uk/hr/services/settled-status/settled-status.page)

*EU staff should be aware that they will still need to apply for settled status or pre-settled status, even if they already have a permanent residence document or registration certificate.*

**Where can I get further support?**

Ask HR can answer questions staff might have. To contact Ask HR

- Raise a ticket through ServiceNow
- Call on ext 27547 (dial A-S-K-H-R)
- Email AskHR@soton.ac.uk

In addition, the University’s EU/EEA staff support network provides supports to EU staff. To contact the network please email: bruno.linclau@soton.ac.uk

Staff can also contact the EU Settlement Scheme Resolution Centre on 0300 123 7379.