EU SETTLEMENT SCHEME
An overview for employers
Today we will cover…

**Overview**
Introduction to the EU Settlement Scheme: what it is, who is eligible, key dates, and how to apply.

**Your role**
What the Scheme means for employers.

**Materials and support**
Overview of the communications materials we have developed to help you cascade information and further support available.
We need to encourage 3.5 million EU citizens to apply to the Scheme and we can’t do it alone

3.5 million EU, EEA, and Swiss citizens, and their family members, are eligible for the EU Settlement Scheme. We are directing our efforts through four different workstreams to increase our ability to reach them all over the UK.

N.B. EU citizens used throughout refers to EEA and Swiss nationals, who are all eligible to apply to the EU Settlement Scheme.
Employers are an important partner for us and we want to help them retain their EU talent

2 in 3 EU citizens in the UK are currently working here

Employers are a trusted source of information

Business’ Brexit preparations include workforce continuity

Retaining EU talent is a priority for business and we want to help

Employers

Community Groups

Local Authorities

Direct Marketing

3.5 million
The Scheme enables EU citizens to continue to live, work and study in the UK after Brexit

What is the EUSS?
- The EU Settlement Scheme allows EU, EEA and Swiss citizens and their family members resident in the UK to get the status they will need after Brexit.
- They will continue to be eligible for public services, public funds and pensions, and British citizenship if they want to apply and meet the requirements.
- It is a simple, user-friendly process through which we are looking for reasons to grant status.

Who needs to apply?
- EU, EEA and Swiss citizens and their non-EU family members.
- Those currently resident in the UK and want to stay post-Brexit.
- Individuals with a ‘UK permanent residence’ document.
- Irish citizens do not need to apply but they can if they want to.
- The responsibility to apply rests with the individual.

How and by when?
- The Scheme is a free online application process.
- Following a three-step process, eligible citizens will be granted either pre-settled or settled status.
- If we leave with a deal, citizens need to apply by 30 June 2021.
The online application process is quick and user-friendly by design.

**PROOF OF IDENTITY**
Use a valid passport or national identity card to verify your identity*

* = only EEA and Swiss citizens can prove identity and nationality with an ID card – their non-EEA family members must use a passport.

There are three options for completing this stage:
1. ID Verification App; 2. Post; 3. Appointment at ID Scanner location

**PROOF OF RESIDENCE**
Provide your National Insurance Number

A wide range of alternative evidence can be used if you don't have a NINO.

**CRIMINALITY CHECK**
Declare any criminal convictions

This will not affect the vast majority of EU citizens.
Applicants will be granted either settled or pre-settled digital status

---

**Pre-settled status**
- Resident in the UK for **less than five years**.
- Also known as limited leave to remain or enter.
- Can stay in the UK for a period of five years, until you are eligible for settled status.
- Secure digital status that can be viewed and shared online. Non-EEA citizens will also be issued a Biometric Residence Card if they don’t already have one.

**Settled status**
- Resident in the UK for **more than five years**.
- Also known as indefinite leave to remain or enter.
- No time limit on how long you can stay in the UK.
- Can then apply for British citizenship if eligible.
- Secure digital status that can be viewed and shared online. Non-EEA citizens will also be issued a Biometric Residence Card if they don’t already have one.

With both pre-settled and settled status, applicants will be able to live, work and study in the UK after Brexit.
If you only remember one thing, remember this: RTW checks don’t change until 2021

As an employer, you SHOULD...

✓ Until the new immigration system is introduced in 2021, continue to carry out current right to work checks on EU, EEA and Swiss citizens as now.

✓ Continue to accept EU, EEA and Swiss passports/national identity cards as evidence of right to work.

✓ However, those who have a digital status may choose to rely on that status by using the online service, but it is not mandatory for them to do so.

As an employer, you SHOULD NOT...

× Monitor whether staff have applied to the Scheme or make retrospective status checks on current EU employees – you are not required to do so.

× Discriminate against EU citizens in light of the UK’s decision to leave the EU as both a prospective and current employer.

× Feel obliged to interpret information for employees provided by the government or provide immigration advice.

As an employer, you may like to...

❖ Use your position as a trusted source of information to help reach the 3.5 million EU citizens that need to apply to the EU Settlement Scheme to continue living, working and studying in the UK after Brexit. You can do this by:

❖ Signposting the information the government is providing on the Scheme to your employees.

❖ Using the toolkit materials we have developed to increase awareness of the Scheme among your EU citizen employees.

N.B. EU citizens used throughout refers to EEA and Swiss nationals, who are all eligible to apply to the EU Settlement Scheme.
You can use the employer toolkit to cascade information about Scheme

We recognise that there is no one-size-fits-all approach so please pick and choose the products that are right for your organisation.

<table>
<thead>
<tr>
<th>Materials for employers</th>
<th>Materials to share with EU Citizens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefing pack</td>
<td>Posters</td>
</tr>
<tr>
<td>Toolkit introduction pack</td>
<td>Factsheets and Flowcharts</td>
</tr>
<tr>
<td>Key information about the EU Settlement Scheme and guidance for employers on how to use the toolkit materials.</td>
<td>Visually engaging posters and one-pager providing key info about the scheme and timelines.</td>
</tr>
<tr>
<td>Digital: videos / animations</td>
<td>Social media</td>
</tr>
<tr>
<td>Social media assets to download and share to extend the reach to EU citizens including graphics and short animations.</td>
<td></td>
</tr>
</tbody>
</table>

Please use this employer toolkit, available on GOV.UK, to cascade information about the EU Settlement Scheme to your employees.
And if you or your employees need further help, it is at hand

More Information

More information and applicant guidance can be found on GOV.UK:

- **Employer toolkit**
- **Settled and pre-settled status guidance**
- **EU Settlement Scheme: applicant information**
- **Guidance on using the app**

EUSS Resolution Centre

For support or questions concerning an application, contact the resolution centre:

By telephone:
Inside the UK **0300 123 7379**
Outside the UK **+44 (0)20 3080 0010**

Find out about [call charges](#).

You can also ask a question using the [online submissions form](#).