



Student Life
Bywyd Myfyrwyr

Guide to completing the EU Settlement Scheme application

This leaflet is a Guide to completing EU Settlement Scheme (EUSS) application. If you require further information about the EUSS itself, or related issues/BREXIT, please see the EU/EEA/Swiss student web pages [here](#)

To complete the EUSS application, you will need to have **access to an android device** that supports the relevant UKVI app. This app can be downloaded from the Play Store and is called the **EU exit ID document check app**. The app is currently not supported on Apple/iPhone devices. The VISA Advice Team have purchased some devices that can be used by students who do not have access to the right sort of device and information on accessing those can be found on the EU/EEA/Swiss student web pages:

Once you have downloaded and opened the app, you will see some information screens and **asked a few basic questions**. It is likely you will click YES: I am an EEA or Swiss national and then use your passport as evidence of your identity (if not, follow the questions relating to your difference and come to a workshop for further help and advice- details via the web link above).

You will be asked to **scan in the photo/details page of your passport** (or your National Identity Card if you do not have a passport available to you).

TOP TIP! Holding your passport/ID Card up in front of you will reduce glare, when the page/card is in the right place, the frame around it on your device screen will turn green and it will take a few seconds to scan

Next, you will be asked to **add your email address, use a personal email** as you may need to access your account in the future- when you no longer have access to the University systems. You will need to **verify your email address** before your application goes through. As long as the verification email is there, do it at this point to save delays later (you will need your passport number, DoB and verification number text message to get back in to complete the application from the email verification link).

You will next be **asked for your 'phone number**. This number should be for a 'phone which you have with you now as it will be used to send you 6-digit code. You will need to input this code to progress with your application.

Once the code has been accepted, the next stage is to **access the chip in your passport**. You do this by placing the 'phone face down in contact with your closed passport.

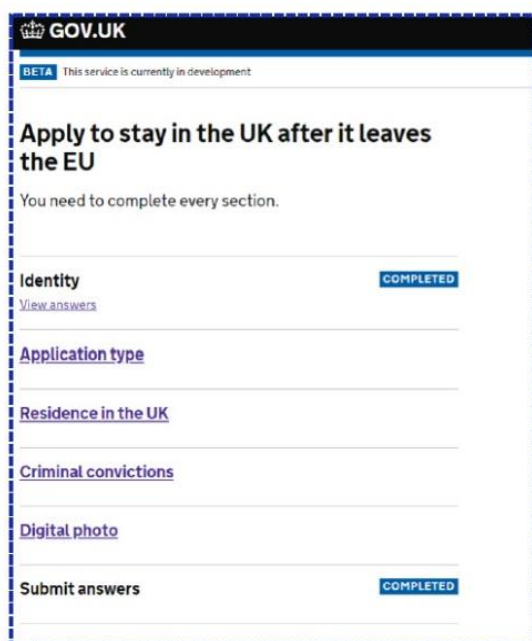
TOP TIP! Place the phone about halfway down your passport with the chip underneath it. If you are instructed to move the phone to locate the chip, do not raise the phone but move it around very slowly always maintaining contact with the passport.

You might find that, if you broke contact or moved the passport too fast, and the chip could not be found, you will be required to go back a stage and enter a new 6 digit access code. Do not worry, this will not affect your application- though if this happens too many times you might be asked to wait a few hours before trying again.

Finally, you will be asked to **scan your face** by holding the device in front of you, and then to **take a photograph of your face**. Do not smile in the scan or photo, make sure no one else is in shot, that you have a plain background behind you and the room is well lit.

Once the above tasks have been completed you will see a screen containing all your details. **Check these details are correct and if so click to confirm**. You will then be automatically redirected to the Gov.UK website to complete your application form and attach any relevant documents or, if you prefer, you can come back to the application at a later time by clicking through the link that will have been sent to your email address.

On the Gov.UK website you will be presented with the screen below. You will need to click into, and complete, the 3 remaining outstanding sections before your application can be submitted.

The screenshot shows the Gov.UK website interface for the application. At the top, it says 'GOV.UK' and 'BETA This service is currently in development'. The main heading is 'Apply to stay in the UK after it leaves the EU'. Below this, it says 'You need to complete every section.' There are several sections listed: 'Identity' (with a 'COMPLETED' badge and a 'View answers' link), 'Application type' (highlighted in blue), 'Residence in the UK', 'Criminal convictions', 'Digital photo', and 'Submit answers' (with a 'COMPLETED' badge). Each section has a corresponding link below it.

Application type

This section will ask you:

Whether you have, or have ever had, **dual nationality** or have **changed nationalities**? Please answer NO or give details

N.B. If you answer yes, you may be expected to submit documentary evidence of this at the end of the application process

Have you got **UK Permanent Residence**? This related to a type of visa called 'Permanent Residence'. Unless you already hold this type of visa, please click NO.

N.B. If you answer yes, you may be expected to submit documentary evidence of this at the end of the application process

Have you got **UK Indefinite Leave to Remain (ILR)**? This related to a type of visa called 'Indefinite Leave to

Remain. Unless you already hold this type of visa, please click NO.

N.B. If you answer yes, you may be expected to submit documentary evidence of this at the end of the application process

Residence in the UK

This section asks you:

Are you **applying based on your own residence or your parents**? If you have come to the UK to study or moved to the UK *independently* (without your parents) before you started your studies, then you are applying based on your own residence.

If you moved to the UK because your *parents moved you as a family* and you wish to include time spent in the UK prior to you starting your studies at Swansea, then you are applying based on your parents' residency.

N.B. If you answer that you are applying based on your parents' residency, you may be expected to submit documentary evidence of this at the end of the application process

Are you in the UK now? Most will be **applying from the UK and click YES** (if not, details below).

What is your address? This should be your current UK address and should match the address on your EU Settlement Student Statement

Some students may be **on placement/exchange outside the UK as part of their course.**

In these cases please click **NO I am not in the UK now**, and, if you do not have a UK address, you can use the VISA Advice address, completing the form as below:

VISA Advice Team, Talbot Building

Swansea University

Swansea

SA2 8PP

United Kingdom

Students who are **outside the UK and who have not started their course, have deferred or suspended** will not usually be able to apply for the EUSS but visit the EU/EEA/Swiss web pages to check: (<https://www.swansea.ac.uk/visa-advice/immigration/eu-students/>)

Have you ever been known by any other names? This means **officially**, for example, changing your name due to marriage or adoption.

N.B. If you answer yes, you may be expected to submit documentary evidence of this at the end of the application process

Do you have a National Insurance (N.I.) Number? Do not worry if you do not have an NI number. However, if you do and depending on when you got it, the UKVI may just be able to use this to check their systems and confirm your residency. In which case, you might not be asked to scan in your EU Settlement Student Statement at the end.

Criminal convictions

In this section your will be asked:

Have you any criminal convictions? Only serious or persistent criminality is likely to affected your application.

N.B. If you answer yes, you may be expected to submit documentary evidence of this at the end of the application process

Have you been supported, encouraged or been involved in with: terrorist activities; war crimes, crimes against humanity or genocide; extremist organisations?

N.B. If you answer yes, you may be expected to submit documentary evidence of this at the end of the application process

Submit answers

Once you have checked the last set of answers you will be able to **click the submit answers button.**

Memorable information

You will be asked to **set up some memorable questions** (3) so you could still access your account if you forgot your password. The questions will be like those in the boxes below:

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?

Second set of questions

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

- ☐ What is the name of the city or town you were born in?
- ☐ What was the street name of the first house or flat you lived in?
- ☐ When you were young, what did you want to be when you grew up?
- ☐ What is the name of your partner?
- ☐ What was the name of your first pet?

Third set of questions

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

- ☐ What is your favourite film?
- ☐ What is your partner's mother's name?
- ☐ Which city or town was your father born in?
- ☐ What make was your first car?
- ☐ What is your eldest sibling's middle name?

Continue

Once you have selected your 3 memorable questions and clicked to continue, you will be at the **Declaration page**. This page asks you to confirm that your answers have been truthful and your photograph is a true likeness. You will also be asked if you had help completing your application. **Click NO, I completed it myself** (unless you have had a solicitor or similar complete the application for you- a new screen will pop up asking you for their details). Click that you **can access your emails**.

You now **click to submit your application**, and the following screen will appear:

The screenshot shows the GOV.UK website with a 'BETA' banner stating 'This service is currently in development'. The main heading is 'What happens next'. Under 'Check your result', it says 'You'll get a result straight away.' and provides instructions on how to proceed based on whether the user agrees with the result or needs to provide evidence of residence. A section titled 'The results you could get' lists three possibilities: 'Settled status' (continuous residence for at least 5 years), 'Pre-settled status' (continuous residence for less than 5 years), and 'We need more evidence' (if there are no UK tax or benefit records, with an option to upload evidence). At the bottom, there are two buttons: 'Continue' and 'Save and return later'.

Once you **click continue** you will have the result of the application you have made so far. The information you have already put in will either be enough to decide whether you already have

- **Settled status** (they can tell already that you have been here for more than 5 years- this would only be if you had an NI Number that had been active for more than 5 years on government systems)

- **Pre-settled status** (they can tell already that you are resident in the UK, as you currently have an active NI number, but this does not show activity of five years or more)
- **We need more evidence** (they have not seen evidence of you being in the UK yet and need to check **OR** they can see you have been in the UK, via your NI number, but they need to check how long you have been here)

Most students can expect the last outcome- that they will be **required to submit evidence**. You may see one of the two screens below:

Our records show that you have been continuously resident for less than 5 years

What this means

The tax and benefit history we could match to you show that you have been continuously resident in the UK for less than 5 years.

You will be considered for pre-settled status. This will give you permission to stay in the UK for the next 5 years. You will have the same rights as you do now.

Applying for settled status

You can apply to stay without a time limit (known as 'settled status') when you have been continuously resident in the UK for 5 years - including the years you have already been resident. You will not need to pay again.

▼ [If you have been in the UK for 5 years already](#)

There may be gaps in our record or we may not be able to match our records to the information you have given.

If you want to be considered for settled status, you can upload evidence to show you have been resident in the UK for 5 years in a row.

If we find a mistake in your application, we will contact you to help you correct this.

You may be eligible for settled status with less than 5 years' residence in certain situations. For example, if you had to stop working because of an accident or illness, or you have retired. [Read the guidance on who qualifies for early settled status](#)

Which of these describes you?

☐ I have been continuously resident in the UK for **less than 5 years**

☒ I have been continuously resident in the UK for **more than 5 years** or I am eligible for early settled status

If you have been resident in the UK for more than 5 years you will need to upload evidence to show that you have been resident for at least 6 months a year for 5 years in a row.

You only need evidence for the periods where there are gaps in our records.

If you choose to show you qualify for early settled status incorrectly, this will delay your application.

[Read the guidance on who qualifies for early settled status](#)

Continue

If you see this screen, you will need to **click the description best for you**. Most students will have been **continuously resident for less than 5 years** and will choose that option. There may be a few who can already meet the 5 years residency and should choose that option, they would need to provide evidence covering 5 years in a row.

You may not see the screen above but see this one instead:

We need more evidence of your residence

We have found tax and benefits history that shows you have been resident in the UK. But we have not been able to confirm that you have been resident in the UK in the last 6 months.

This may be because there are gaps in our records or we may not be able to match our records to the information you have given.

What this means

You will need to provide evidence of your residence to qualify for pre-settled or settled status.

► [If you have been in the UK for the last 6 months](#)

► [You may be eligible for settled status with less than 5 years' residence in certain situations](#)

If we find a mistake in your application, we will contact you to help you correct this.

What do you want to provide evidence for?

☐ Settled status - Provide evidence of residence for 5 years in a row, or that you qualify on other grounds

☐ Pre-settled status - Provide evidence of residence in the last 6 months

Continue

▼ [If you have been in the UK for the last 6 months](#)

There may be gaps in our record or we may not be able to match our records to the information you have given.

Choose the option that describes you.

▼ [You may be eligible for settled status with less than 5 years' residence in certain situations](#)

For example, if you had to stop working because of an accident or illness, or you have retired.

[Read the guidance on who qualifies for early settled status](#)

If you see this screen, you will need to **click the description best for you**. Most students will have been continuously resident for **less than 5 years** and will choose to provide evidence for **Pre-settled status**. There may be a few who can already meet the 5 years residency and should choose the Settled status option, they would need to provide evidence for 5 years in a row.

You will now need to **upload your evidence**. You do this by selecting a file from your device (or computer if you are completing the application form via the email link you have been sent). For most students this will just be your **EU Settlement Student Statement**.

You can expect to see the following screens:

The left screenshot shows the 'Upload proof' screen. It has a link 'Go back to complete your application' in the top left. Below the heading 'Upload proof', it says 'Upload 1 document at a time and then add the dates that it covers'. There is a 'Choose file' button and a status 'No file chosen'. Below that is a 'Your uploads' section with an 'Assign dates' button. A file explorer window is open, showing the 'This PC' view with various folders like 'Contacts', 'Desktop', 'Documents', etc.

The right screenshot shows the 'What does your evidence cover?' screen. It has a 'File name: { filename }' field. Below that are two radio buttons: 'A single date' and 'A date range'. The 'A date range' option is selected. There are two date selection sections: 'Start date' and 'End date'. Each has a 'For example' text and 'Month' and 'Year' dropdowns. At the bottom are 'Continue' and 'Save and return later' buttons.

An EU Student Statement covers a date range, this will be the **start date of your course** (as written on the Statement) and the **end date will be today- you cannot put a date in the future**.

N.B If you are applying for Settled status, as you have been resident in the UK continuously for more than 5 years, you will need to keep adding documents until you have covered that period of time. You must have at least one piece of evidence for every 6 months. You can **add more documents by clicking the continue button**.

TOP TIP! Once your document has uploaded and **you are ready to finish the application** you will need to click the button in the top left corner that says **Go back to complete your application**, **NOT the Continue button**. If you click continue, you will go back round to the submit evidence page.

You will now be able to confirm that your documents are correct to the best of your knowledge and to **finish and submit**. If you have not yet verified your email, it will ask you to do this first (you will need your passport number, DoB and verification number text message to get back in to complete the application from the email verification link). Once submitted you should see this screen (the application number is circled). **Keep your application number safe**.

The left screenshot shows the 'Application submitted' screen. It has a blue header with the text 'Application submitted' and 'We've sent you a confirmation email'. Below that, it says 'Your application number is { UANumber }' with the application number circled. There are two sections: 'How long it takes to receive a decision' and 'Applying for your family'.

The right screenshot shows the 'Changes to your application' screen. It has a heading 'Changes to your application' and a sub-heading 'Complete this form if you change your:'. Below that is a list of items: 'email', 'phone number', 'address', 'name', and 'identity document'. There is a section 'Include your application number and details of what's changed.' and a 'Contact us' section with the EU Settlement Resolution Centre contact information. At the bottom is a 'Print this page' button.