

EU Settlement Scheme Application Checklist

Please email euuss@bimm.ac.uk for any questions regarding the EU Settlement Scheme.

Check the Glossary for definitions.

Check the FAQ to see if this answers some of your questions.

EU Settlement scheme application checklist

Before submitting your application, please ensure you collect as many relevant supporting documents and make sure to submit them with your application when prompted. The idea is to make the visa decision making process as easy as possible for application caseworker by supplying robust evidence of your eligibility. This means you get your decision faster on your application and reduces the chances of being awarded an incorrect status.

Make sure you know what status you should be granted before making your application. If you have been granted an incorrect status, please ensure you submit an administrative review and supply further supporting documentation or contact the [International team](#) if you require any assistance with your case.

Item
Passport or National ID card, including any alternative visas (Biometric residency permits, cards or stamps)
Digital photo of your face
Android phone or iPhone 7 or above connected to the 'EU Exit: ID Document Check' app
Declare any convictions that appear in your criminal record in the UK or overseas
Proof of (continuous) residence as below:

Preferred evidence of residence

Source:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899738/main-euss-guidance-v6.0-gov-uk.pdf

The documents listed below are preferred evidence because a single document may cover a significant period. Where an applicant submits evidence from this list, a single piece of evidence is likely to be sufficient for the period it covers:

- an annual bank statement or an account summary covering a 12-month period, showing payments received or spending in the UK in at least six months of that 12-month period
- annual business accounts of a self-employed person
- a dated and signed letter from an employer, confirming the duration of a period of UK-based employment which has been undertaken, and confirmation of the employer's status (such as registration with HMRC or Companies House) – this will be considered evidence of residence for the period of that employment.

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- a P60 for a 12-month period (you may request additional evidence to confirm that the person has been resident in the UK for at least 6 months of that period)
- a P45 confirming the duration of a period of employment which has ceased - this will be considered evidence of residence for the period of that employment.
- a dated and signed letter from an accredited organisation in the UK confirming physical attendance at a course and its duration, or confirming enrolment on a course accompanied by dated and signed evidence of completion (such as a qualification certificate) - this will be treated as evidence of residence for the duration of the course.
- a dated and signed letter from a registered care home confirming the period of residence in the home - this will be treated as evidence of residence for that period.
- a dated, addressed invoice from an accredited organisation for school, college or university fees for education requiring physical attendance in the UK, which includes the name of the student, and accompanying evidence of payment - this will be treated as evidence of residence for the relevant academic term(s) or year.
- documentation issued by the student finance body for England, Wales, Scotland or Northern Ireland or the Student Loans Company that shows a UK address, such as an entitlement notification or repayment statement - this will be treated as evidence of residence for the relevant academic term(s) or year.
- a residential mortgage statement or tenancy agreement and accompanying evidence of the mortgage or rent being paid (for example, confirmation from the lender or landlord), will be treated as evidence of residence for the period covered by the statement or agreement.
- a dated, addressed council tax bill will be treated as evidence of residence for the period covered by the bill.
- evidence of an employer making pension contributions will be treated as evidence of residence for the period covered by the contributions where the employment requires physical presence in the UK

Alternative evidence of residence

Because the documents listed below cover a shorter period, the applicant may need to submit more of them to evidence that they meet the residence requirement.

Where an applicant submits evidence from this list, a single piece of evidence is likely to be sufficient for the period it covers:

- a dated bank statement (other than an annual statement, as above) showing payments received or spending in the UK - this will be treated as evidence of residence for the period covered by the bank statement.
- a dated payslip for a UK-based job will be treated as evidence of residence for the period covered by that payslip.

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- a dated invoice for work you have done in the UK and accompanying evidence of payment - this will be treated as evidence of residence for the month in which the invoice is dated.
- a dated, UK-addressed domestic utility bill featuring the applicant's name will be treated as evidence of residence for the period covered by the bill.
- a dated, UK-addressed domestic bill or contract for a mobile or fixed line telephone or for a TV or internet service featuring the applicant's name will be treated as evidence of residence for the period covered by the bill or contract
- a dated letter from a UK GP or other healthcare professional confirming the applicant's attendance at appointment(s), or a card issued by the healthcare professional confirming those appointment(s) - this will be treated as evidence of residence for the period covered by the appointments (or for the month in which a single appointment occurred).
- a dated letter, or benefit claims made to, a UK government department, another UK public body or a UK charity confirming the applicant's physical interaction with them, for example Job Centre Plus or Citizens' Advice or a registration card or certificate issued under the Worker Registration Scheme - this will be treated as evidence of residence for the month in which it is dated, unless it explicitly confirms interactions over a longer period.
- other dated, UK-addressed domestic bills, for example, for insurance, veterinary bills or home services/repairs, featuring the applicant's name and accompanying evidence of payment will be treated as evidence of residence for the month in which the bill is dated.
- a passport stamp confirming entry at the UK border - this will be treated as evidence of residence for the month of entry.
- a used travel ticket confirming previous inbound travel to the UK - this will be treated as evidence of residence for the month of entry.

Helpful links:

For Irish students: [Common Travel Area Guidance](#)

Home Office: [Settled and pre-settled status for EU citizens and their families](#)

Free Movement blog: [How to apply for “settled status” for EU citizens](#)

British Council: [Brexit FAQs for EU students](#)

Share your status: <https://www.gov.uk/view-prove-immigration-status>

You can find some more information regarding proof of residence [here](#)

[The UK Council for International Student Affairs’ website](#) has lots of [information about Brexit](#) which is specific to students.

BIMM Institute [Brexit Page](#)

BIMM Institute’s [EUSS application video demonstration](#)