

Staff Briefing

Supporting our staff who are EU Citizens – applying to the EU Settlement Scheme



OFFICIAL

The EU Settlement Scheme

The EU Settlement Scheme has been open since 30 March 2019 and to date there have been over 3.6 million applications.

If you're an EU, EEA or Swiss citizen living in the UK by 31 December 2020, and you and your family members want to continue to live in the UK after 30 June 2021, you can apply to the [EU Settlement Scheme](#)

Apply to the EU Settlement Scheme today

We encourage those staff who are EU citizens, and eligible to apply to the scheme, to do so today. If you need help with your application, you can phone the Settlement Resolution Centre on 0300 123 7379 or you can ask a question [online here](#)

The EU Settlement Scheme allows you and your family to get the immigration status you need to continue to live, work, study and have access to public services like the NHS – after 30 June 2021.

➤ Changes to the immigration system

From 1 January 2021, free movement will end and the UK will introduce a new points-based immigration system which will apply to both EU and non-EU nationals coming to the UK to work. You can find more information on the new immigration system at [GOV.UK](#).

If you are an EU citizen who is currently living in the UK, it is important to note that this will not change your rights and status when you apply to the EU Settlement Scheme.

How to apply

You need to [complete a short online application form](#) using a computer, tablet or mobile phone.

The application will ask you to:

- prove your identity
- prove that you live in the UK
- declare any criminal convictions you may have.

Successful applicants will receive settled status or pre-settled status – depending on how long you have lived in the UK.

You will get digital proof of your status through an online service.

To find out more information and to apply visit [EU Settlement Scheme](#)

Staff Briefing

Supporting our staff who are EU Citizens – applying to the EU Settlement Scheme



OFFICIAL

Supporting you

It would be helpful if you can let us know of your completed status as soon as you have it.

This will help us to keep in touch with you and update you on the latest developments as they emerge from the government. This information will also help us to understand the impact on our organisation to support our workforce planning.

Please let us know your completed status by emailing the following information to CBSHRAAdmin@glasgow.gov.uk :

- **Name**
- **Service**
- **SAP number**
- **Nationality**
- **What status you are applying for** – settled, pre-settled or none at all.
- **Your preferred email address** – work or personal
- **Your phone number**

Your information will only be used for updating your council personnel record and will not be shared with any other organisation.

Help and support to apply

If you need support to **access a computer at work** to email us, review the home office website or to make an application – please speak to your line manager and we can have this arranged for you.

For detailed **information and support on the Settlement Scheme** visit the [GOV.UK website](https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status) the full address if you do not use a computer at work is: <https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status>

You can also **phone them on 0300 123 7379**

- Lines are open Monday to Friday (excluding bank holidays) from 8am to 8pm
- Saturday and Sunday, 9.30am to 4.30pm
- Charges may apply visit the website for details.
- If you need any workplace support please talk with your line manager and Service HR team.

Workplace Options who are our Employee Assistance Provider offer free, confidential and independent resource to help you with any work, family or personal issues. If you find you need support at this time you can phone for free on **0800 247 1100** or emailassistance@workplaceoptions.com.

Visit our staff support pages on Connect [here](#)