

Staff briefing

Supporting our staff who are EU citizens to Stay in Scotland



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1. Stay in Scotland – less than 50 days to apply

Following decisions by the UK Government, the UK has now left the EU.

EU citizens living in Scotland will need to apply to the UK Government's **EU Settlement Scheme** in order to continue living, working and studying in the UK after 30 June 2021.

The EU Settlement Scheme opened on 30 March 2019 and has received 4 million applications to-date. It 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

If you are an EU, EEA or Swiss citizen **living in the UK by 31 December 2020** you **can apply to Stay in Scotland** through the [EU Settlement Scheme](#)

Note: Changes to the immigration system

From 1 January 2021, the UK introduced 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](#).

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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.

2. 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.

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• 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.

Visit this website to apply:

<https://response.smartcdn.co.uk/homeofficeR4/mailresponse.asp?tid=19178&em=16217459&turl=https://www.gov.uk/settled-status-eu-citizens-families>

• Support to apply

On the process

- if you need help with your application, you can phone the **Settlement Resolution Centre** on 0300 123 7379. They are open 7 days a week.
- you can also **ask your question online** at https://eu-settled-status-enquiries.service.gov.uk/start?_ga=2.228642580.900444540.1596443350-298951078.1591177009?hof-cookie-check?hof-cookie-check
- detailed **information and support on the Settlement Scheme** is available at <https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status>
- to help guide you through the steps you need to take to stay in Scotland, **the Scottish Government has produced a package of support** at www.mygov.scot/stayinscotland
- a support and advice service is also available for all citizens living in Scotland – phone the **Citizens Advice Scotland** free phone national helpline on 0800 916 9847 or visit <https://www.cas.org.uk/Brexit>

IT resources

- 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.

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- You can use the [EU Exit: ID Document Check app](#) on your mobile device – Android or iPhone to complete the identity stage of your application
- **Assisted Digital** offers additional help and support if you do not have the appropriate access, skills or confidence to apply online. Visit <https://www.gov.uk/assisted-digital-help-online-applications>

3. Supporting our employees

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.

Get in touch

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

- **Your Name**
- **Your 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.

Need to chat to someone?

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.

For more information visit our Brexit staff support pages on Connect [here](#)