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Dear << >>

EU settlement scheme – important for EEA citizens

We are writing to remind you about the EU Settlement Scheme, a free scheme that the UK Government has put in place to allow EU citizens and their family members to secure their right of residence in the UK.

As you are based in the UK, you will need to apply to the EU Settlement Scheme by 30 June 2021.

Why do EEA citizens need to apply to the EU Settlement Scheme?

The UK has left the EU and free movement has ended. EEA citizens (and their family members) resident in the UK will need to apply to the EU Settlement Scheme to show their right to live and work in the UK after 30 June 2021.

Who should apply?

The EU Settlement Scheme is open to EU citizens and their family members. The EEA includes EU countries, Iceland, Liechtenstein and Norway.

The EU countries are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

If you are an Irish citizen, you do not need to apply to the EU Settlement Scheme.

Settled and pre-settled status

If your application under the EU Settlement Scheme is successful, you will be granted settled or pre-settled status.

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European Economic Area (EEA)

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If your application under the EU Settlement Scheme is successful, you will be granted settled or pre-settled status.

If you have been in the UK for five years, you should be granted settled status. Settled status means that an individual can live in the UK indefinitely. Settled status is only lost if an individual has been absent from the UK for five years.

If you have been in the UK for fewer than five years, you should be granted pre-settled status. Pre-settled status can be converted to settled status after five years, provided that the individual has not had excessive absences from the UK during the five-year period.

How to apply

You can apply online at www.gov.uk/eu-settled-status-application-form.

You will need to complete an online application form to prove your identity and your residence in the UK. You do not have to complete the application in one go; you can save your answers and come back to complete it later. You have 70 days to fill in your application.

Applications can be submitted from 1 June 2021.

If you have questions about applying, you should contact the EU Settlement Centre.

Help for applicants is available online at www.gov.uk/eu-settled-status-application-form.

How long will the application take to process?

It usually takes around 5 working days to process an application, but it can take longer.

See www.gov.uk/government/publications/eu-settled-status-application-processing-times for current expected processing times.

Application deadlines

The deadline for submitting an application is 30 June 2021.

We hope that this information is helpful. When you submit an application, you should be aware that evidence of your status will be important in future, for example, when opening a bank account.

If you have any questions or concerns, please contact the EU Settlement Centre.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>