

Information Sheet: Applying to the EU Settlement Scheme

Note: For the purposes of this information sheet, unless otherwise specified, EEA nationals will refer to all EU, EEA (Iceland, Norway & Liechtenstein) and Swiss nationals.

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What is the EU Settlement Scheme (EUSS)?

The UK left the EU on 31 January 2020 and entered a Transition Period from 31 January 2020 to 31 December 2020, during which EU law continued to apply in the UK.

After the transition period, the UK government ended reciprocal European Freedom of Movement to the UK. EEA nationals no longer have the right to live, work & study in the UK and UK citizens have lost the right to live, work & study in the other EEA member states under European Directives.

The government has stated that <u>EEA nationals</u> & their family members already resident in the UK before the end of the Transition Period will be eligible to apply to the EU Settlement Scheme for Pre-Settled or Settled status so that they can continue living in the UK.

Eligibility to obtain status under the EU Settlement Scheme includes those who were in the UK even for very short periods of time before 1 January 2021, and even if you have subsequently left the UK. See section on absences from the UK.

Can (non EEA national) Family members of EEA citizens apply to the EUSS?

Yes. Under the EU Settlement Scheme rules there is specific provision for family members of EEA nationals to be eligible to apply to the Settlement Scheme.

The EEA national, on whom the non EEA national family member is dependent, must have been resident in the UK, and the family relationship must normally have begun before the end of the transition period (31 December 2020).

Family members for the purposes of the scheme include: Spouses, civil partners and durable partners, children under 21 (including direct descendants such as grandchildren and great grandchildren), children 21 or over who are dependent, parents and other direct ascendents (such as grandparents and great grandparents) and other family members if they are dependent on you.

Family members (whether EEA nationals or non EEA nationals) who are not already resident in the UK before the end of the Transition Period, may be able to apply to come and join you in the UK in certain circumstances as a joining family member.

Who needs to apply to the EUSS?

EEA nationals (and relevant family members) who were resident in the UK prior to the end of the Transition Period (31 December 2020) and who wish to remain in the UK beyond 30 June 2021 will need to apply to the EU Settlement Scheme by no later than the end of the grace period for applications on 30 June 2021.



EEA nationals who were in the UK before the end of the Transition Period, but who are temporarily absent from the UK (see section on absences from the UK) may also be able to apply, but must do so by no later than the end of the grace period for applications on 30 June 2021.

EEA nationals and relevant family members with Permanent Residence:

EEA nationals who hold a Permanent Residence status or document in the UK under the EEA directives, must also apply to the EUSS if they wish to remain in the UK beyond 30 June 2021.

Who doesn't need to apply to the EUSS?

While the EUSS is not open to British citizens nor other non EEA nationals who are not family members of an EEA national resident in the UK before the end of the Transition Period, some categories of people resident in the UK can apply to the EUSS (but are not required to).

Irish citizens

Irish nationals do not need to apply to the EUSS because of the continuance of the Common Travel Area agreements which existed between the United Kingdom and Republic of Ireland prior to the EEA Directives.

However, Irish citizens may choose to apply if they wish. An Irish citizen may wish to apply in particular to facilitate an application to the EUSS of non EEA family members.

There is some specific information for Irish citizens on the UK government website.

EEA nationals and relevant family members with Indefinite Leave to Remain (ILR)

EEA nationals, and non EEA nationals family members of EEA nationals, who hold Indefinite Leave to Remain under pre 2006 UK Immigration Rules do not need to apply to the EUSS but may choose to do so if they wish.

This is not to be confused with EEA nationals and non EEA family members with a Permanent Residence document issued under the EEA directives, who do need to apply.

How do I apply, when should I apply and how much does it cost?

The EU Settlement Scheme is open to all EEA nationals, and relevant family members of an EEA national, resident in the UK before the end of the transition period.

You need to meet the qualifying criteria, prove your identity, provide your biometric details, complete the online application form and provide evidence that you meet the qualifying criteria.



You can apply while you are in the UK to secure your residency rights. However, you can also apply outside the UK, if you have lived in the UK within the last six months.

For most applicants, the application is entirely digital and online, and is a two stage process:

- Proving your identity and nationality
- Completing a short online application form

To prove identity and nationality, you should use the EU Exit; ID document check app, although it is possible to visit an ID Document scanning centre or in some cases to send your ID documents to UK Visas & Immigration after completing an application.

The deadline to apply to the EUSS is 30 June 2021. Applications must be submitted by this date at the very latest. However, it is advisable in many cases to apply earlier than this date.

Applications made after the end of the Grace Period, after 30 June 2021 may still be considered by the UK government but only in the case of exceptional circumstances.

The EUSS application is free of charge.

Please see our Guide to Applying to the EU Settlement Scheme

What is the difference between Settled and Pre-Settled Status?

Settled status:

Settled Status allows you to remain in the UK indefinitely. Whilst in the UK with Settled Status you can continue to study & work without restriction.

You can also access any public funds you may be eligible for and use the National Health Service (NHS). You are free to travel in and out of the UK.

After obtaining Settled Status you can spend up to 5 years outside the UK without losing your status (or if you are a Swiss national or their family member you can spend up to 4 years outside the UK), you can choose to apply for British citizenship.

Any children born in the UK after you obtain settled status will automatically become British citizens.

Pre-Settled Status:

Pre-Settled Status gives you permission to remain in the UK for a further 5 years from the date that you are granted this status.



Whilst in the UK with Pre-Settled Status you can continue to study & work in the UK without restriction.

You can also access any public funds you may be eligible for and use the National Health Service (NHS). You are free to travel in and out of the UK.

Once you have reached five years continuous residence, you can apply again to obtain Settled Status if you want to remain in the UK longer.

However, you must apply before your five years on Pre-settled status expires if you wish to remain in the UK.

You do not have to wait until you have had pre-settled status for 5 years to apply for Settled Status if you will have reached 5 years residency in the UK before that.

For example you may have moved to the UK in September 2019, but only applied for and were granted pre-settled status in September 2020 - as long as you meet the criteria for five years continuous residence you can apply again for settled status in September 2024.

After obtaining Pre-Settled Status you can spend up to 2 years outside the UK without losing your status.

However, absence from the UK of longer than 6 months could impact on your eligibility to later apply for Settled Status. See section on absence from the UK.

How do I get Settled of Pre-Settled Status?

The application for Settled or Pre-Settled Status is the same process through the EU Settlement Scheme. You don't need to choose which status you are applying for initially.

At the end of the application, based on the information provided by you, you are informed if you are being considered for settled or pre-settled status. You have the ability to change that by providing additional evidence of your residence in the UK at the end of the application.

You can be considered for settled or pre settled status even if you are temporarily absent from the UK but had been in the UK before the end of the Brexit Transition Period on 31 December 2020.

See section on absence from the UK.

Pre-Settled Status:

To be granted Pre-Settled Status you must complete the EU Settlement Scheme application and demonstrate that you are resident in the UK.



You must have started living in the UK before the end of the Transition Period (31 December 2020).

If you are absent from the UK temporarily, you may still be able to apply if your absence has been less than 6 months, or if the absence has been longer than 6 months but for an important reason. See section on absence from the UK.

Settled Status:

To be granted Settled Status you must complete the EU Settlement Scheme application and demonstrate that you have been resident in the UK for at least 5 continuous years with no substantial absences from the UK in that time.

You can be considered for pre settled status even if you are temporarily absent from the UK but had been in the UK before the end of the Brexit Transition Period on 31 December 2020.

Absences of less than 6 months in any 12 month period while you have been living in the UK are considered as you maintaining your continuous qualifying period in the UK.

Absences of longer than 6 months in any 12 month period can impact on your continuous qualifying period of time in the UK, with some exceptions for a longer absence if the absence is for an important reason.

In exceptional circumstances, a one off absence from the UK of up to 12 months for an important reason can be considered to maintain your continuous residence in the UK despite the absence. See section on absence from the UK.

In very exceptional cases, some other absences for an important reason which may cause you to be absent from the UK for more than 12 months may be considered to maintain your continuous residence in the UK, despite the absence. See section on absence from the UK.

Your current residency in the UK must have started before the end of the Transition Period, (31 December 2020).

Historic Residence in the UK

The 5 year continuous qualifying period of residence in the UK can also be any historical 5 year continuous period, as long as you have not subsequently been absent from the UK for a period of 5 years or had another "supervening event" such as a deportation order.

For example, if you lived in the UK from January 2012 to June 2017 and then left the UK, because you have not been absent from the UK for 5 years or more since you accumulated 5 years residence in the UK, you may be eligible for settled status based on that historic residence in the UK.

Under 21



If you are under 21, and you can choose, if you wish, to apply with or after your parent(s) (if they are also in the UK), and you may not need to have been resident in the UK for 5 continuous years to obtain Settled Status if your parent(s) have met the requirements themselves.

For example: If your parent has been living in the UK for more than 5 years and has applied for or obtained Settled Status. You can apply for settled status even if you have not been in the UK for 5 years.

How do I prove that I am resident in the UK?

Settled Status:

To be granted Settled Status, you will need to evidence that you have been resident in the UK for 5 continuous years.

The gov.uk website explains which documents you can use.

If you have been working/self-employed in the UK for a continuous period of at least 5 years, the easiest and quickest way to prove this is by providing your National Insurance Number (NINo) on your application. UK Visas & Immigration (UKVI) can check this with HM Revenues & Customs by accessing your NINo records. In this case it is likely that no further documents will be needed to prove residence for settled status.

If you haven't been working some or all of the continuous 5 year period, you can provide other documents listed on the <u>gov.uk website</u>. All documents you provide must be dated and have your name on them.

The <u>EU Settlement Scheme Guidance</u> outlines which documents you may require in specific circumstances (such as absences from the UK for an important reason, evidence of relationship etc)

If you want to use a Liverpool John Moores student status letter as evidence of (a period) of your residence, you can request this from the My Services section on MyLJMU

If you have had an absence from the UK of longer than 6 months in any 12 month period, you may still be able to claim continuous residence in the UK if the absence is for an important reason. <u>See section on absences</u>.

Pre-Settled Status:

If you have been resident in the UK for any period of time less than 5 years, you will need to provide evidence that you were in the UK before the end of the Transition Period (31 December 2020).



You may still be able to evidence that you have been resident in the UK even if you are currently absent from the UK. If the absence has been less than 6 months (in any 12), it will be considered that you are still resident in the UK.

If the absence is longer than 6 months but for an important reason, you may still be able to demonstrate that you remain continuously resident in the UK by evidencing the important reason for the absence. See section on absence from the UK.

Normally, only one piece of evidence of residence is normally required to obtain Pre-Settled Status. The document must be less than 6 months old.

However, if you are providing evidence of an absence for an important reason, you may require additional evidence of the reason for the absence.

If you want to use a Liverpool John Moores student status letter as one document as evidence of your residence, you can request this from the My Services section on MyLJMU

If you have a National Insurance Number (NINo) and you have been working, the National Insurance Number should be sufficient evidence of your residence for Pre-Settled Status and no further evidence may need to be provided.

As EEA nationals can enter the UK through e-gates it may be useful to keep evidence of your arrival date into the UK for example your e-ticket.

There is information on the gov.uk website about acceptable evidence of residence in the UK.

The <u>EU Settlement Scheme Guidance</u> outlines which documents you may require in specific circumstances (such as absences from the UK for an important reason, evidence of relationship etc)

How are absences from the UK considered?

Absences of less than 6 months in any 12 month period:

Absences of less than 6 months in any 12 month period, will not break your continuous qualifying period of residence in the UK. The absence can be a single absence of up to 6 months or multiple absences totalling up to 6 months in any rolling 12 month period.

For example; If you came to the UK in June 2020 but left the UK on 31 December 2020 and haven't yet returned to the UK, you can still apply to the EU Settlement Scheme in your home country as your absence from the UK has been less than 6 months in 12.

Absences of longer than 6 months unless for an important reason, will break your continuous residence in the UK and may lead to refusal.



Absences of more than 6 months but less than 12 months:

A single absence of more than 6 months but less than 12 months if for an important reason, can maintain your continuous qualifying period residence in the UK.

Absences for an important reason could be for reasons of serious illness, pregnancy, childbirth, study or an overseas work posting.

For example; If you came to the UK in September 2017, returned home for 12 months in October 2018 to give birth to a child and then came back to the UK again in September 2019, the absence of 11 months can be considered as an absence for an important reason.

- Absences of longer than 6 months but not for an important reason will break your continuous residence in the UK.
- Generally, only one absence of up to 12 months for an important reason can be considered for maintaining your continuous residence in the UK (<u>but see Covid related absences below</u>)
- Generally, absences of longer than 12 months for an important reason will break your continuous residence in the UK (<u>but see Covid related absences below</u>)

Absences for Compulsory Military Service, Crown Service or Work in a UK Marine Area:

Absences from the UK of any length due to an obligation to attend compulsory military service, crown service, or work in a UK marine area, will be considered to maintain your continuous residence in the UK.

For example, you came to the UK in May 2016 but then left the UK in January 2018 until June 2019 (18 months) due to compulsory military service and then returned to the UK. The period of absence for compulsory military service won't break your continuous residence in the UK for the period May 2016 to now.

Absence from the UK due to Covid - Special

On 10 June 2021, the UK Government released new special guidance for EU Settlement Scheme applicants specifically relating to absences from the UK due to Covid.

- <u>EUSS Covid Guidance for applicants</u>
- EUSS Covid Caseworker Guidance

This special guidance focuses on how absences from the UK because of Covid are considered.

Absence from the UK due to Covid can be considered as an absence for an important reason and in some cases means that you can continue to be considered as maintaining your continuous qualifying period of residence in the UK. This includes (but is not limited to) where you can show you were:



- ill with coronavirus
- in quarantine, self-isolating or shielding in accordance with local public health guidance on coronavirus
- caring for a family member affected by coronavirus
- prevented from returning earlier to the UK due to travel disruption caused by coronavirus
- advised by your university that, due to coronavirus, your course was moved to remote learning and you were advised or allowed to return to your home country to study remotely
- advised by your university or employer not to return to the UK, and to continue studying or working remotely from your home country, due to coronavirus
- absent from the UK for another reason relating to coronavirus, for example, you left or remained outside the UK because there were fewer coronavirus restrictions elsewhere; you preferred to work or run a business from home overseas; or you would have been unemployed in the UK and preferred to rely on support from family or friends overseas

This means you can rely on any coronavirus related reason (including where you chose to leave or remain outside the UK because of the pandemic) as the basis for requiring an absence of more than 6 months and up to 12 months. In these circumstances, you will be treated as not having broken your continuous qualifying period of residence in the UK.

There are 4 special provisions for absences from the UK due to Covid.

For each of the 4 special provisions, if one of the situations applies to you, this means that you can apply to the EU Settlement Scheme for the first time if you are currently absent from the UK – you must apply by the deadline of 30 June 2021 – or if you already have pre settled status, when you later apply for Settled Status, the provisions should apply and you should be able to continue you eligibility for Settled Status.

In all cases, you will need to provide evidence of the reason for your absence.

Absences from the UK for up to 12 months because of Covid

If you are absent from the UK because of Covid including because the university moved your studies online during the pandemic and, therefore you were allowed to study from home (including from your home country), an absence from the UK of up to 12 months because of Covid can be considered to be an absence for an important reason.

This means that you can continue to maintain your continuous qualifying period of residence in the UK and you can be considered as continuing your residence in the UK even though you have been absent for up to 12 months.



Example: Your course moved online due to Covid and then in July 2020 you left the UK, in June 2021 as the absence is less than 12 months, you can continue to maintain your continuous qualifying period of residence in the UK despite the absence

Absences from the UK of up to 12 months when you only planned to be absent for less than 6 months

If you left the UK not for an important reason and planned to be absent for less than 6 months, but as a result of Covid, you were unable to return to the UK because of a Covid related issue, you can claim the absence of up to 12 months as an absence for an important reason even if the original reason for the absence was not for an important reason.

Example: If you left the UK for a holiday or visit family (which are not normally considered absences for important reasons if the absence is longer than 6 months) and because of covid you were unable to return to the UK within 6 months (for example because you were required to self isolate or care for a family member ill with coronavirus)

Two absences for an important reason – if one absence was due to Covid

Under the EU Settlement Scheme rules, you can normally only rely on one absence of up to 12 months from the UK for an important reason. For example; a study abroad year as part of your course of study.

However, under the coronavirus guidance, you can, exceptionally, have a second absence from the UK of up to 12 months if one of the absences is for another important reason and the other because of Covid.

For example; If you have been absent from the UK for the last 12 months studying remotely due to Covid and then in 2022 you wish to do a study abroad year in another country as part of your studies, the two absences of up to 12 months can be considered as absences for an important reason.

During the two periods of absences for an important reason, you can maintain your continuous qualifying period of residence in the UK even while absent.

However, any time beyond the first 6 months of the second absence from the UK for an important reason, will "pause" your residence in the UK for the purposes of counting 5 years continuous residence in the UK for Settled Status until you return.

This means in a few cases, you may not be able to apply for Settled Status by the end of your pre settled status permission (as the pause time will not count towards the 5 years of residence considered for settled status). However, in that case, you can be issued with a further period of pre settled status.

An absence for an important reason of up to 12 months, which exceeds 12 months due to Covid. Disclaimer Please note: This information sheet is based on the current information available from the UK Government at the time of publication (June 2021). Always check for updates https://www.ljmu.ac.uk/international-advice



Under the EU Settlement Scheme, you can normally only claim an absence from the UK for an important reason if the absence is less than 12 months (except where the absence is due to compulsory military service, crown service or work in a UK marine area).

However, under the Covid guidance, an absence for an important reason which only exceeds 12 months because of Covid, can be considered as maintaining your continuous qualifying period of residence in the UK.

Please note: For an absence which exceeds 12 months, where the absence exceeds 12 months only due to Covid, stricter and more limited reasons for the absence exceeding 12 months are required compared to the other provisions.

This means for example, that you cannot rely on the fact that you chose to remain outside of the UK either because the university allowed you to continue studying remotely or because there were fewer coronavirus restrictions in your home country.

For example; If you were absent from the UK due to remote study for just under 12 months and then when you were about to return to the UK, your parent fell ill with Covid and you spent a few weeks looking after them, you can rely on this fact as a reason for

Any period of absence from the UK beyond 12 months because of a Covid related reason which prevented you from returning to the UK will "pause" your residence in the UK for the purposes of counting 5 years continuous residence in the UK for Settled Status until you return.

This means in a few cases, you may not be able to apply for Settled Status by the end of your pre settled status permission (as the pause time will not count towards the 5 years of residence considered for settled status). However, in that case, you can be issued with a further period of pre settled status.

What documents are needed for an application to the EUSS?

For most straightforward applications, you only need to provide evidence of your identity and nationality, and evidence of residence in the UK. In some cases, additional evidence may be required (eg: if applying as a non EEA national family member of an EEA national or if you have had an acceptable absence from the UK for an important reason.

In some other cases further evidence may be necessary in support of an application, depending on your particular application and circumstances.

Additionally, UK Visas & Immigration (UKVI) – the Home Office may contact you after you have submitted an application to request further information or further documentary evidence in support of your application.



Identity and nationality document:

If you are an EEA national with a biometric passport or national identity card, you can use your passport or national identity card with the EU Exit: ID Document Check App. You do not need to send it to the UKVI unless requested.

Non EEA family members of an EU national with a UKVI issued Biometric Residence Permit (BRP) Card, can use your BRP with the EU Exit: ID Document Check App. You do not need to send your identity document the UKVI unless requested.

If you are an EEA national who does not have a biometric passport or national identity card, or if you are a non EEA family member without a BRP, you will need to send your identity document to UK Visas & Immigration after completing your EUSS application. Note this is only possible for applications in the UK.

Evidence of Residence:

As well as completing the stages on the App, you will also need to provide evidence of your residence in the UK.

There is information on the gov.uk website about acceptable evidence of residence in the UK.

Evidence of family relationship:

If you are a non EEA national family member of an EEA national, you will also need to provide evidence of your relationship and evidence of the EEA national's residence in the UK.

If you are under 21 and applying for Settled Status based on your parents' status in the UK, you will also need to provide evidence of your relationship and evidence of your parents' residence in the UK.

In some cases, evidence of dependency on an EEA national family member may be required

Evidence of acceptable absence for an important reason:

If you are applying for Settled Status and you have had an absence from the UK of more than 6 months but less than 12 months for a permitted important reason, or if you have had an absence of any length for compulsory military service, you will need to provide evidence of this.

The <u>EU Settlement Scheme Guidance</u> outlines which documents you may require in specific circumstances (such as absences from the UK for an important reason, evidence of relationship etc)



Note: Make sure you keep documentary evidence of the reasons for your absence from the UK and of any flights etc of your departure from and return back to the UK in case you need to provide this as evidence (example; flight tickets, cancellations, boarding passes).

Evidence of absence for a Covid related reason:

In addition to the other evidence required to apply to the EUSS, you will also need to provide evidence of the length of, and reason for, any absence relating to coronavirus that you wish to rely on

Examples of acceptable evidence include (but are not limited to):

- used travel tickets confirming the dates you left the UK and returned
- confirmation of flight cancellations detailing the dates and times
- doctor's letter confirming you contracted coronavirus
- doctor's letter confirming you were identified as vulnerable and advised to shield
- email or letter confirming you, or a person you were living with, received a positive coronavirus test result
- official letter confirming you were in coronavirus quarantine
- doctor's letter confirming your family member, who you have been caring for, contracted coronavirus or was identified as vulnerable and advised to shield
- email or letter confirming your family member, who you have been caring for, received a
 positive coronavirus test result
- letter from a university or employer advising you not to return to the UK, and to continue studying or working remotely from your home country, due to coronavirus
- letter from a university advising you that, due to coronavirus, your course was moved to remote learning and you were advised or allowed to return to your home country to study remotely
 - You can request an EUSS letter for this purpose through MYLJMU
- letter or other evidence from you accounting for your absence for another reason relating to coronavirus, for example, you left or remained outside the UK because there were fewer coronavirus restrictions elsewhere; you preferred to work or run a business from home overseas; or you would have been unemployed in the UK and preferred to rely on support from family or friends overseas

Please note; these last two options are possible as evidence for absences of up to 12 months (but not longer).

Note: Make sure you keep documentary evidence of the reasons for your absence from the UK and of any flights etc of your departure from and return back to the UK in case you need to provide this as evidence (example; flight tickets, cancellations, boarding passes) now or in the future.



You may need to provide multiple documents to evidence absence from the UK for an important reason (including because of Covid)

You can find more information on evidence of absence for an important reason because of Covid on the Government website:

- EUSS Covid Guidance for applicants
- EUSS Covid Caseworker Guidance

Where can I get more information or advice?

Email the International Advice team in the first instance:

• <u>InternationalAdvice@ljmu.a</u>c.uk

The UK government website

- www.gov.uk/settled-status-eu-citizens-families
- www.gov.uk/government/publications/eu-settlement-scheme-caseworker-guidance
- EUSS Covid Guidance for applicants
- EUSS Covid Caseworker Guidance

The United Kingdom Council for International Student Affairs (UKCISA)

• https://www.ukcisa.org.uk/Information--Advice/EU-EEA--Swiss-Students/Brexit---EU-Settlement-Scheme

The Advice on Individual Rights in Europe (AIRE) Centre

https://www.airecentre.org/

Settled UK

https://settled.org.uk/

Citizens Advice Bureau

• https://www.citizensadvice.org.uk/immigration/