Dear <employee name>,

**EU citizens: Protect your rights by applying to the EU Settlement Scheme**

I have been sent some guidance I would like to share with you, to support you in accessing your rights in the UK after Brexit.

If you are an EU, EEA or Swiss citizen, you and your family need to apply to the EU Settlement Scheme to protect your rights in the UK. The scheme is free to apply to, and you can apply from abroad if you are not currently in the UK. (You do not need to apply if you are a British or Irish citizen, or have indefinite leave to remain or enter.)

The EU Settlement Scheme allows you and your family to get the immigration status you need to continue to live, work, study in the UK and access public services like the NHS. The deadline to apply is 30 June 2021 but it is recommended you apply as soon as possible.

**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

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 called ‘[View and Prove](https://www.gov.uk/view-prove-immigration-status)’.

**Where to get support**

Support is available if you need help with your application.

Southern Brooks Community Partnerships are working with the communities of South Gloucestershire to make sure eligible EU nationals apply to the EU settlement scheme before the deadline.

Their priority is your continued access to your rights in the future, so that your current residence is as minimally affected by Brexit as possible.

They do this by:

* raising awareness of the scheme throughout their network.
* providing tailored support to individual cases, talking you through your concerns about Brexit and options to best protect your rights for the future.
* developing a network of community ambassadors, so that you can be supported in your preferred language via a community member.

If you are unsure whether the scheme applies to you or your family, would like more information, or would like to be referred to an adviser for direct support with your application, please get in touch [via their website](https://southernbrooks.org.uk/brexit-project/) or calling 07929 787 473.

You can apply and find out more information here: gov.uk/eusettlementscheme

Please feel free to contact [name of individual/the HR department] if you have any questions or

concerns.

Yours sincerely,

<employer name>