

# **Checklist - Permanent Residence (EEA National)**

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## **Advice Note**

July 2018

Please note that this checklist has been prepared for general information and guidance purposes only. You should take specific legal advice in relation to your own individual circumstances before submitting any application to the UKVI.

### A. Evidence of residence in the UK throughout a five year period.

You must show that you, your family members, and your sponsor have been living in the UK for a continuous period of 5 years. (If a non EEA family member of an EEA national is applying, the EEA Family member will be the sponsor of the non EEA Family Member.)

If you are applying on the basis of 5 years' continuous residence, the evidence must cover the 5-year period. You can rely on and provide evidence for **any** continuous (5 year) period of qualifying residence. For example, if you were exercising Treaty rights in the UK continuously from 2005 to 2010 and you want to show that you acquired permanent residence in 2010, you should provide evidence for that period. If you are not sure exactly when you acquired permanent residence, you may wish to send evidence of a sixth year as well. The documents should be spread evenly throughout the 5 years and come from a variety of sources. The Home Office gives guidance on the most suitable documents to provide, please see table below.

If you are an EEA national relying on periods of residence as a worker, and are providing evidence of employment to confirm this (see below), you do not need to provide additional evidence of residence for the same periods covered by your evidence of employment. However, if you are relying on any period of residence in another activity (for example, as a jobseeker, self-employed person, self-sufficient person or student), or are applying as a family member, you will need to provide **one** piece of evidence for every qualifying 12 month period to confirm residence in the UK.

If more than 2 years has elapsed since your qualifying period ended, you will also need to provide **one** piece of evidence for every subsequent 12 month period to confirm residence in the UK. This is because your right to permanent residence is lost if you have been absent from the UK for a continuous period of 2 consecutive years since acquiring the right to permanent residence.

If you are applying on the basis of 5 years' continuous residence, the evidence must cover the 5-year period. The documents should be spread evenly throughout the 5 years. The table below indicates the most suitable documents to provide:

<p>Category A (high value) <b>One</b> for every qualifying or required 12 month period</p>	<p>Utility bills (gas, electricity, water), Council Tax bill, Bank statement, Credit card statements, School / college / university letters, Evidence of continuous employment, such as HMRC employment history</p>
<p>Category B (medium value) <b>One</b> for every qualifying or required 12 month period</p>	<p>Tenancy agreements, NHS letters to confirm regular attendance, Mortgage agreements  For children (relating to a child application only): a letter from the child's school, confirming attendance at the school</p>

Category C (low value)	Mobile phone bills
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## B. Evidence of the relevant EEA national's activity as a qualified person

You must show that you have been a qualified person for the relevant period of time. The evidence that you submit will depend on which category you fall within. You may have to submit evidence for more than one category if you have been a student then an employee for instance.

**ALL** applicants must disclose their **valid** EEA National passport or identity card. It is advisable if you have a current identity card, to submit that so you still have your passport to travel.

### 1. Employment

- 5 consecutive P60s for each year in which you were employed.

If you cannot submit these then please provide **3** payslips (monthly or weekly) for each year, ensuring there is no more than a 6 month gap between each document. Ideally these should include March's payslip for each year and **2** other payslips no more than six months apart, or a letter from employer(s) confirming period(s) of employment and annual earnings.

If you are still unable to provide any of these suggestions (for example, you have lost the relevant documents, the employer is no longer trading or you are/your sponsor is unable to contact them), you should enclose a letter explaining why not and you must submit alternative evidence of the relevant employment, such as:

- P45s
- Signed contract of employment
- Notice of redundancy
- Letter accepting resignation
- Letter of dismissal
- Employment tribunal judgment relating to the employment

### 2. Self-employment

- Evidence of your self-employment -Proof of self-assessment with HMRC or business accounts, or P60 including tax and National Insurance contributions for relevant period and showing a UK address;
- Plus **one** piece of evidence for every qualifying 12 month period to confirm residence in the UK (see table above)

**Temporary incapacity while working** -send **one** of the following:

- A letter from a registered medical practitioner (general practitioner or consultant) confirming the nature of the illness or accident and how long the incapacity lasted or is likely to last

- Proof of any sick pay, statutory sick pay or sickness-related benefits (if relevant).

### **3. Looking for work as a jobseeker**

- Evidence of registration as a jobseeker with Jobcentre Plus, the Jobs and Benefits Office or Social Security Office (such as a letter from the relevant office and/or proof of receipt of relevant benefits)
- Proof of registration with a recruitment agency
- Evidence of job-seeking (please provide at least **2** pieces of evidence which should cover the period you were looking for work) such as:
  - Copies of recent job applications
  - Rejection letters from employers
  - Invitations to job interviews
- If you are still looking for work, provide one of the following:
  - evidence of relevant professional, vocational or academic qualifications, or relevant work experience
  - evidence of any training you are doing or has done to improve your chances of finding work.

### **4. Study or vocational training**

- Confirmation of study/studying with a recognised educational institution
  - Proof of enrolment
  - Letter from the organisation confirming the title of course, period of study with start date or qualification (if course start date is shown) if study is now complete; and
  - **One** bank statement per year of study or similar; or
  - Evidence of grant or sponsorship covering the period of study
  - Evidence of your financial self-sufficiency or written confirmation from you, the student that you have enough money; and
- Evidence that you had Comprehensive Sickness Insurance for yourself and any family members for the period of study (unless previously issued with a registration certificate on the basis of residence in the UK as a student before 20 June 2011) - one of the following:
  - Schedule or other document from a private medical insurance provider outlining the level of cover. This must have covered you/your sponsor/your family member(s) for the majority of risks while in the UK.
  - Valid European Health Insurance Card (EHIC) (formerly form E111) issued by an EEA Member State (not the UK)
  - Form S1 (formerly E106, E109, E121)

- Form S2 (formerly E112)
- Form S3.

#### 5. **Self-sufficient persons**

You must be able to provide proof you have enough money to cover your own and any family member's living expenses such as:

- A bank statement or similar; **one** for each year for the appropriate period, showing received funds or lump sum proving sufficient funds to meet personal circumstances
- Evidence that you had Comprehensive Sickness Insurance for yourself and any family members (see above) for the relevant period of self-sufficiency
- Plus **one** piece of evidence for every qualifying 12 month period to confirm residence in the UK (see table above)

#### **Absences from the UK**

You only need to list your absences where you have been out of the UK for more than 6 months in total in any 12 month period. You do not need to list any absences that were before your qualifying period of residence.