

Checklist - To Show you are a Qualified Person when applying for a Registration Certificate (EEA National)

Advice Note

September 2016

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.

EEA nationals who reside in the UK for more than three months must be exercising free movement rights. In doing so they are classed as a 'Qualified Person'

A Qualified Person is defined in the European Economic Area (EEA) Regulations 2006 as:

- A worker
- A self-employed person
- A job seeker
- A self-sufficient person **plus have comprehensive sickness insurance**
- A student **plus have comprehensive sickness insurance**

A Qualified Person can change categories for instance, being a student and then a worker with all categories leading to the five year qualifying period for permanent residence.

A. Evidence of the relevant EEA national's activity as a qualified person

You must show that you are a qualified person. 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

- Letter from each employer confirming the dates you worked for them, salary/wages, normal hours of work, and the reason the employment ended (if relevant)
- Wage slips and/or bank statements showing receipt of wages (this must cover each job you have held during the relevant qualifying period)
- P60s for each year in which you were employed.

If the above documents cannot be disclosed, then the following should be submitted:

- 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 - please seek specific advice.

Temporary incapacity while working

- 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
- Copies of recent job applications
- Rejection letters from employers
- Invitations to job interviews
- If you are still looking for work, evidence of relevant professional, vocational or academic qualifications, or relevant work experience
- If you are still looking for work, evidence of any training you are doing or have done to improve your chances of finding work.

4. Study or vocational training

- Letter from the school, college, university or training provider confirming the title of course, start and end dates of the course, qualification the course leads/led to, whether the course is/was full- or part-time, details of any work placements involved.
- At least one of the following:
 - (a) Itemised bank statements
 - (b) Building society pass book
 - (c) Evidence of receipt of a pension
 - (d) Evidence of income from rental property
 - (e) Wage slips from lawful employment
 - (f) Evidence of income from lawful self-employment
 - (g) Evidence of a grant, scholarship or bursary
 - (h) A declaration, signed and dated by the relevant EEA national, confirming that they have/had sufficient financial resources to cover them and any family members living in the UK (if applicable) not to become a burden on the UK's social assistance system during their period of stay in the UK as a student – this should be witnessed and counter-signed by a Commissioner for Oaths, public notary, or magistrate.

Plus one of the following to evidence **comprehensive sickness cover** was in place:

- (i) 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.
- (j) Valid European Health Insurance Card (EHIC) (formerly form E111) issued by an EEA Member State (not the UK)
- (k) Form S1 (formerly E106, E109, E121)
- (l) Form S2 (formerly E112)
- (m) 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:

- Bank statements showing savings
- Evidence of pension payments
- Receipt of educational grants from overseas
- Income of a partner, spouse or other family member, parental funding or a spouse's salary earned through lawful working in the UK
- Any other evidence showing you have enough resources
- **Plus** one of the following to evidence **comprehensive sickness cover** was in place:
 - (n) 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.
 - (o) Valid European Health Insurance Card (EHIC) (formerly form E111) issued by an EEA Member State (not the UK)
 - (p) Form S1 (formerly E106, E109, E121)
 - (q) Form S2 (formerly E112)
 - (r) Form S3.