

## **Things to do after getting admitted at University Of Luxembourg Overview:**

### **For EU citizens or citizens of Iceland, Norway, Liechtenstein or Switzerland:**

You can directly enter in Luxembourg and stay for 3 months but to stay more than 3 months you have to do commune registration with your address and get Registration Certificate by showing these documents:

- European health insurance
- ID card of your country
- Signed document from your parents to show you are getting sponsored by them.

### **For Third country nationals or Non-EU except (Iceland, Norway, Liechtenstein or Switzerland) :**

- Apply for Temporary Authorisation To Stay
- After getting temporary authorisation to stay:
  - type D visa application If you are subject to require
  - Application for Degree Of Recognition
- When you enter in country:
  - Declaration of Arrival at commune
  - Medical check-up
  - Application for residence permit

**All these above procedures are explained in-detailed below:**

### **Step 1: before entering the country**

#### **1) Temporary Authorisation To Stay**

The future third-country student must submit an application for a temporary authorisation to stay (on plain paper) from their country of origin:

1) to the [General Department of immigration](#) , It means by sending all documents from post to the ministry of Luxembourg

**or**

2) to a [Luxembourg diplomatic or consular representation](#) or to a diplomatic or consular mission representing Luxembourg.

The application must be submitted and approved before entering the country. Applications submitted from Luxembourg are inadmissible.

The application for a temporary authorisation to stay must contain the applicant's identity details (surname(s), first name(s) and address) and must be accompanied by the following documents and information:

- 1) a copy of their valid passport, in its entirety;
- 2) where applicable, a copy of the residence permit issued in another EU Member State if they already reside in the Schengen area;
- 3) an extract from their criminal record or an affidavit (sworn declaration) established in the country of residence also called as **Police Clearance Certificate (PCC)**
- 4) A parental authorisation if the student is under 18;
- 5) A travel insurance certificate valid for at least 3 months because your Type D long stay visa lasts for 90 days ;
- 6) where necessary, a power of attorney.

7) proof that they are enrolled in a higher education establishment in Luxembourg Basically your **Admit Letter** and, if applicable, proof that they benefit from:

- a European Union programme or a multilateral programme with mobility measures; or
- an agreement between 2 or more higher education institutions;

8) proof of sufficient resources to cover living expenses and return-travel costs. The monthly resources must amount to at least **80 % of the current social inclusion income**.

On 1st January 2020, this amount was EUR 1,201.00 per month for an adult.

**Important Note:** Every year there is an increase in this by 10% so approximately by 2025 it makes EUR 1,550 per month for adults. You can make sure the exact amount by writing an email to the ministry of luxemburg.

The following may be used as proof:

- the original document of the certificate of scholarship or student loan stating the amount and its duration;
- an original bank certificate and a bank statement for the past 6 months: attesting that the student has enough financial resources on their own account;

**or**

- in case the student is supported by the parents: attesting that the student's parents have enough financial resources and that they are financially solvent and capable to cover subsistence costs, medical and study cost for at least one year (12 months) as well as return travel costs;
- the original financial statement of support for the intention of the Luxembourg State and the student, signed by a sponsor of Luxembourgish nationality or

staying legally in Luxembourg, and regarding subsistence costs, medical and study costs for at least 1 academic school year as well as return travel costs, established in the correct [legal form](#) (see also the section 'Online services and forms' at the bottom of the page;

Material advantages granted to the student (such as free accommodation) or the remuneration from a work contract (maximum 15 hours per week), are also taken into account.

### **Information about Power of attorney:**

**Power of Attorney:** third-country nationals may mandate a third party to submit the application in their place. In this case, the mandate holder, with the exception of attorneys, must provide proof of their mandate in the form of a written power of attorney, duly dated and signed by the principal. The signature must be preceded by the handwritten note '*bon pour procuration*' (good for proxy).

The documents enclosed must be originals or certified true copies (except for the passport where a plain copy will suffice). Should the authenticity of a document be in doubt, the Minister of Immigration can request that the document be authenticated by the appropriate local authority and legalised by the Embassy (or notarised with an apostille of the Hague).

If the documents are not drawn up in German, French or English, an official translation by a [sworn translator](#) must be attached.

### **Processing Duration after submitting documents**

The Ministry of Home Affairs normally responds within 60 days. If the information or supporting documents provided are incomplete, the Minister will inform the applicant on any additional information to be provided and will grant a reasonable period of time in which to submit the information required. The 60-day deadline will then be suspended until the required documents or information are received within the set deadline. Should the additional information or documentation fail to be supplied within the deadline, the application is rejected.

In case of a favourable reply, the third-country national receives a 'temporary authorisation to stay', sent by post. This temporary authorisation to stay is valid for a duration of 90 days. During that time, the third-country national must:

- either apply for an entry visa to the Schengen area, if they are subject to visa requirements;
- or, if they are not subject to visa requirements, enter Luxembourg territory and [make a declaration of arrival](#) to the administration of the commune where they reside.

After entering Luxembourg, the third-country national must take steps to obtain a residence permit.

Note that if the student already resides in another Member State of the European Union and wishes to attend part of their studies in Luxembourg, a [specific procedure](#) must be followed.

## **2) After getting Authorisation To Stay, Next step is Type D Visa**

If they are not subject to visa requirements, the third-country national may enter Luxembourg with the authorisation to stay and a valid passport.

Third-country nationals [subject to a visa obligation](#) must submit, before their journey and from their country of origin, a [type D visa application](#) and present their temporary authorisation to stay to the Luxembourg diplomatic or consular representation in their country of origin, or, failing that, to the [embassy or consulate](#) of the country in the Schengen area which represents Luxembourg for the issuance of long stay visas (only the Belgian embassy or consulate).

The visa, valid for a maximum period of 3 months, is affixed in the passport in the form of a seal.

If the applicant's passport is due to expire in less than 6 months, they are advised to renew it before coming to Luxembourg.

If the third-country national has a valid [residence permit](#) for family members of an EU citizen or a valid residence permit issued by another EU Member State, a visa is not required.

Third-country nationals are nonetheless required to have a temporary authorisation to stay in Luxembourg.

## **Step 2: after entering the country**

### **1) Declaration of arrival**

When entering Luxembourg territory, the third-country national must hold valid travel documents (visa and passport, where applicable), as well as the temporary authorisation to stay.

They must make a [declaration of arrival](#) at the administration of the commune where they intend to establish residence, within 3 days of arrival in Luxembourg, presenting:

- a valid travel document (passport and, where applicable, a visa or a residence permit or authorisation issued by another EU Member State);
- the original temporary authorisation to stay;
- a valid proof of address (i.e.: rental agreement, electricity bill, etc.), where applicable.

The applicant will receive a copy of the declaration of arrival as a receipt.

The copy of the declaration of arrival together with the authorisation to stay are valid as an authorisation to study and as an authorisation to stay until the residence permit is issued.

### **Medical check-up**

A third-country student must undergo a [medical check for foreigners](#) as soon as possible which consists of:

- a medical examination by a doctor established in Luxembourg and authorised to work as a general practitioner, a practitioner specialised in internal medicine or paediatrics; and
- a tuberculosis (TB) screening performed at a medical analysis laboratory (with a prescription from the doctor who performed the medical examination) or at the [Health and Social Welfare League](#) (*Ligue médico-sociale* - LMS), for any person aged 2 years and over; and
- a tuberculosis screening using a tuberculin test at the [Health and Social Welfare League](#) (*Ligue médico-sociale* - LMS) for children aged between 2 months and 2 years.

After receiving the results of these examinations, the [Health Inspection](#) (*Inspection sanitaire*) of the Health Directorate (*Direction de la Santé*) will issue a [medical certificate](#), which will be sent to the General Department of immigration to allow the residence permit application to be processed.

### **2) Residence permit application**

Third-country students must submit an application for a residence permit for third-country students to the [General Department of immigration](#) within 3 months of arrival in Luxembourg.

Applications for a residence permit can be submitted online using MyGuichet.lu or by post using a special form (see 'Online services and forms').

### **Submitting the application online**

The application for a residence permit is available on MyGuichet.lu. The online procedure can be completed:

- with authentication using:
  - a LuxTrust product; or
  - an electronic identity card (eID); or
- without authentication.

The application can also be submitted via the MyGuichet.lu mobile app. In order to do so, applicants must have a [private eSpace \(Pdf, 3.49 Mb\)](#); and [link their private eSpace with the MyGuichet.lu mobile app](#).

The supporting documents indicated below must be attached to the online application.

### **Submitting the application by post**

If the application is submitted by post, the application form and the supporting documents listed hereafter must be sent to the Ministry of Home Affairs.

### **Supporting documents**

The following documents must be attached to the application:

- a copy of their valid passport, in its entirety;
- proof of final enrolment in a higher education establishment (enrolment certificate);
- a copy of the declaration of arrival established by the communal authority;
- proof of payment of a fee of EUR 80 to account IBAN LU46 1111 2582 2814 0000 (BIC: CCPLLULL, beneficiary: Ministry of Home Affairs, General Department of immigration; communication: residence permit for... ).

When the application is approved, the applicant will receive a letter inviting them to make an appointment with the [General Department of immigration](#) of the Ministry of Home Affairs in order to have their photograph and fingerprints taken, which will be incorporated into the residence permit. The applicant may also bring a recent photograph compliant with OACI/ICAO standards ('biometric passport standards').

A few days after the biometric data has been collected, the applicant can pick up the residence permit in person at the General Department of immigration, by appointment.

The residence permit takes the form of a chip card containing the biometric data.

The residence permit includes information about its holder (surname, first name, nationality, date and place of birth), as well as specific information about the residence permit (permit category, date of beginning and end of validity of the permit).

Certain residence permit categories include [additional information \(French, Pdf, 330 Kb\)](#) in the field 'observation'. In the case of the 'student' residence permit, the observation on the permit includes information on eligibility for work.

### **Carrying out a paid activity**

The student is authorised to [exercise a salaried activity \(Pdf, 175 Kb\)](#) limited to a maximum duration of an average of 15 hours per week over a period of one month, outside the time spent studying.

This limitation does not apply to:

- paid work carried out during school holidays;
- research work carried out in the higher education establishment or in an accredited - - -
- research institute forming part of a doctorate programme;
- employment contracts concluded by assistants of the University of Luxembourg.

The student can be hired on presentation of their residence permit for students.

Before hiring a third-country student (or in case of a change of employment contract), the employer must send a written declaration to the [General Department of immigration](#), stating:

- the corporate name of the employer;
- the student's name, first name, nationality, date and place of birth;
- the job start date;
- the type of contract ([permanent employment contract](#), [fixed-term employment contract](#), [student contract](#), [fixed-term student contract](#));
- the duration of the contract and the number of work hours per month.

The medical declaration must be submitted together with a copy of the student's residence permit and a copy of the employment contract.

The employer must notify the beginning of the working relationship to the [General Department of immigration](#) in writing (by mail or email) within 3 working days from the worker's first day of work and specifically state:

- the identity of the worker and their national identification number (13-digit social security number);
- the start date of employment;
- the identity of the effective employer.

Employers must notify the minister of any change to the nature or duration of the contract and of the number of work hours per month.

Employers who illegally employ one or more posted workers from third countries with no valid authorisation to stay or residence permit may face administrative and criminal sanctions.

## **Traineeship**

A third-country national with a residence permit for students in Luxembourg and who wishes to complete a traineeship within the framework of their academic programme while their residence permit for students is still valid, does not need to apply for a new authorisation to stay for trainees.

## **Validity period and renewal**

### **Period of validity of the residence permit**

The residence permit is valid from the date of the declaration of arrival at the commune. It is renewable on request as long as the application conditions are met.

The residence permit for students is valid either for a minimum of 1 year or only for the duration of the study cycle in the event its duration is shorter.

The residence permit for 'students' contains an observation on eligibility for work.

Please note: foreigners who intend to leave Luxembourg for a duration of more than 6 months must return their residence permit to the Minister of Home Affairs and make a [declaration of departure](#) at the administration of the commune where they resided.

### **Renewal procedure for residence permit:**

In order to renew a residence permit, third country nationals must apply to the [General Department of immigration](#) within 2 months prior to the expiry date of the residence permit.

Applications for renewal can be made in the same way as for the initial residence permit application, as described above, i.e. online using MyGuichet.lu or by post using a specific form (see 'Online services and forms'). It must be accompanied by the following documents:

- a copy of their valid passport, in its entirety;
- proof of registration in a higher education establishment;
- parental authorisation if the student is under 18;
- proof of sufficient resources to cover living and return-travel costs. The following may be used as proof:
  - the original document of the certificate of scholarship or student loan stating the amount and its duration;
  - an original bank certificate and a bank statement for the past 6 months;



attesting that the student has enough financial resources on their own account; or

in case the student is supported by the parents: attesting that the student's parents have enough financial resources and that they are financially solvent and capable to cover subsistence costs, medical and study cost for at least one year (12 months) as well as return travel costs;

- the original financial statement of support for the intention of the Luxembourg State and the student, signed by a sponsor of Luxembourgish nationality or staying legally in Luxembourg, and regarding subsistence costs, medical and study costs for at least 1 academic school year as well as return travel costs, established in the correct [legal form](#) (see also the section 'Online services and forms' at the bottom of the page;

- Material advantages granted to the student (such as free accommodation) or the remuneration from a work contract (maximum 15 hours per week), are also taken into account.

- a recent extract of their Luxembourg [criminal record](#);

- proof of payment of a fee of EUR 80 to account IBAN LU46 1111 2582 2814 0000 (BIC: CCPLLULL, beneficiary: Ministry of Home Affairs, General Department of immigration; communication: residence permit for... ).

### **Professional activities after the completion of studies:**

After having successfully completed the last academic year in Luxembourg of a 5-year university cycle leading to a higher education diploma, the third-country national can follow a simplified procedure to apply for a residence permit in order to carry out a professional activity:

- a salaried worker; or
- a self-employed worker.

To this end, they must, before the expiry of their residence permit for students, submit an application for a work permit for salaried or self-employed worker to the [General Department of immigration](#) and attach/indicate:

- a copy of their valid passport, in its entirety;
- a recent extract of their Luxembourg [criminal record](#);
- a copy of the higher education diploma, stating that they successfully completed the academic cycle in Luxembourg;

that the paid work which they intend to carry out is in direct relation to their academic education;

- for a salaried activity: a certificate from the National Employment Agency (ADEM) attesting the employer's right to recruit a person of their choice, and a copy of their employment contract (dated, signed and compliant with Luxembourg labour law);
- for a self-employed activity:

- a business and a financing plan;
- proof that the applicant has the necessary economic resources to carry out the business project or follow through the business takeover;
- in the case of a takeover of a business, the balance sheets and profit and loss accounts for the past three financial years;
- in the event of an activity subject to a business permit, the agreement in principle;
- in the case of an activity subject to other authorisations, accreditations or registrations, the agreement in principle from the competent authority;

proof of payment of a fee of EUR 80 to account IBAN LU46 1111 2582 2814 0000 (BIC: CCPLLULL, beneficiary: Ministry of Home Affairs, General Department of immigration; communication: residence permit for... ).

## **Loss, theft or damage to the residence permit of a third-country national**

### **Submitting the application online**

The application is available on MyGuichet.lu. The online procedure can be completed:

- with authentication using:
    - a LuxTrust product; or
    - an electronic identity card (eID); or
  - without authentication.
- The application can also be submitted via the MyGuichet.lu mobile app. In order to do so, applicants must: have a [private eSpace \(Pdf, 3.49 Mb\)](#); and [link their private eSpace with the MyGuichet.lu mobile app](#).

The supporting documents indicated below must be attached to the online application.

### **Submitting the application by post**

If the application is submitted by post, the application form and the supporting documents listed hereafter must be sent to the Ministry of Home Affairs.

### **Supporting documents**

The following documents must be attached to the application:

- a copy of their valid passport, in its entirety;
- the declaration of theft/loss established by the police, or the damaged document;
- proof of payment of a fee of EUR 80 to account IBAN LU46 1111 2582 2814 0000 (BIC: CCPLLULL, beneficiary: Ministry of Home Affairs, General Department of immigration; communication: residence permit for...).

### **All Visas Information:**

#### **Applying for a short stay visa (visa C)**

Third country nationals who are subject to a visa obligation and who wish to stay in Luxembourg for less than 90 days over a period of 180 days for the purpose of business, family or tourist visits, etc. must apply for a short stay visa (visa C).

Visa applications should in principle be lodged at least 15 calendar days before the intended visit and cannot be lodged earlier than 6 months before the start of the intended visit.

Holders of a multiple-entry visa may lodge the application before the expiry of the visa valid for a period of at least 6 months.

The applicant must submit a completed and signed Schengen visa application (see 'Online services and forms') in person at:

- the [Luxembourg diplomatic mission or consulate](#) in their country of residence;
- or, failing that, the [embassy or consulate](#) of the country in the Schengen area which represents Luxembourg for the issuance of visas.

The application must be accompanied by the following documents:

- 1) 2 recent and identical identity photos;

- 2) a valid passport or a travel document accepted in the Schengen area, which is valid for at least another 3 months after the expiry date of the requested visa;
- 3) supporting documents associated with the purpose of the journey, such as:
  - legalised [financial statement of support \(French, Pdf, 328 Kb\)](#) from the reference person in Luxembourg;
  - It should be noted that the financial statement of support is not mandatory. But it is strongly recommended to submit this document in order to prove that the applicant is financially supported by a Luxembourg resident.
  - official letter of invitation for a business visit;
  - a hotel reservation;
  - a return airline ticket;
- 4) proof of sufficient means of subsistence (bank account statements, cash, credit cards, etc.);
- 5) In certain cases, this proof can be replaced by a financial statement of support from a reference person in Luxembourg;  
proof of legal residence in the usual country of residence;
- 6) health insurance covering the travel period.

Before sending the financial statement of support to the third country national for whom they are acting as guarantor, the guarantor must:

have their signature officially authenticated on the form at their commune of residence;  
send the form to the [Passport, Visa and Legalisation Office](#) (stay of less than 90 days),  
together with:

- the last 3 salary slips or a document stating their monthly income;
- a copy of the passport or national identity card;
- if they are a foreign national, proof of lawful residence in Luxembourg;  
a copy of the valid passport of the non-EU national being cared for.

If the application is accepted, the guarantor receives an official stamped copy of the document.  
The foreign national then has 6 months to use this document to apply for a visa.

The issuance of the visa alone does not necessarily give the right of entry or stay in Luxembourg.

Other supporting documentation, in relation to the purpose of the visit, may be requested.

Applications will be decided on within 15 calendar days of the date of their lodging. In particular cases, namely when further scrutiny of the application is needed or if the application is submitted to a consulate of a State representing Luxembourg, this period may be extended up to a maximum of 30 calendar days. As an exception, when additional documentation is needed in specific cases, the period may be extended up to a maximum of 45 calendar days.

When the visa is granted, it is affixed in the passport in the form of a visa sticker.

The visa type C allows for stays for a duration not exceeding 90 days over any 180-day period. The visa can be issued for one or several entries, depending on the reasons of stay.

The [Schengen calculator](#) may help keep track of the number of days authorized in the Schengen area, based on the travel dates. A [user guide](#) for the calculator is also available.

The results shown by this tool are not legally binding.

It does not give the holder the right to carry out a paid activity in Luxembourg. In this case, the person must apply for a visa type D.

Possession of a visa does not confer an irrevocable right of entry. The holder of a visa is required to show evidence, at external borders, that they fulfill the conditions of entry in accordance with the [Schengen Borders Code \(article 6\)](#).

Note that the [Passport, Visa and Legalisation Office](#) is competent for visa applications regarding stays not exceeding 90 days over any 180-day period.

### **Refusal to issue the visa C**

This decision is notified to the applicant by the consulate.

Applicants may [lodge an appeal against this decision with the administrative tribunal](#). The appeal must be filed by a court lawyer within 3 months from the notification of the decision.

The information on possibilities of recourse can be found on the refusal form.

### **Extension of the visa C**

When applying for a visa extension, the applicant must show that for reasons of force majeure or for humanitarian reasons they cannot leave Luxembourg before the expiry of their visa or the authorised period of stay.

As a rule, the visa can only be extended if the applicant has stayed less than 90 days in the Schengen area, in the course of the past 180 days, and if their current visa is not expired.

The application has to be sent to the [Passport, Visa and Legalisation Office](#).

## **Applying for a long stay visa (visa D)**

### **Staying for more than 3 months**

Third country nationals subject to a visa obligation who wish to stay in Luxembourg for more than 3 months must apply for a long stay visa (D).

Before applying for a visa, third-country nationals must apply, from their country of origin, for a temporary authorisation to stay at the [General Department of immigration](#) of the Ministry of Home Affairs.

The application procedure for the authorisation to stay depends on the planned activity:

[salaried worker \(employee\);](#)

[self-employed workers;](#)

[highly qualified worker;](#)

[researcher;](#)

[athlete;](#)

[student;](#)

[pupil;](#)

[private reasons;](#)

[au pair;](#)

[salaried worker posted by a company established outside the EU;](#)

[trainee.](#)

Within 90 days following receipt of the temporary authorisation to stay, the applicant must submit, in person, a long stay visa application (D) in 2 copies to the [Luxembourg diplomatic or consular mission](#) in their country of residence or, failing that, to the [embassy or consulate of the country in the Schengen area which represents Luxembourg](#) for the issuance of a long-stay visa (Belgian embassy or consulate only).

The application must be accompanied by the following documents:

- 1) 2 recent and identical identity photos;
- 2) a valid passport or a travel document accepted in the Schengen area, which is valid for at least 3 months after the expiry date of the requested visa;
- 3) the temporary authorisation to stay.

When the visa is granted, it is affixed in the passport in the form of a stamp or vignette.

A visa type D is valid for a period of 90 days to one year maximum.

Note that the [Passport, Visa and Legalisation Office](#) is competent for visa applications regarding stays not exceeding 90 days over any 180-day period. For applications concerning a stay of more than 3 months, the competent authority is the [Department for foreigners at the General Department of immigration](#).

### **Staying less than 90 days and carrying out a paid activity**

Third-country nationals subject to a visa obligation who wish to work in Luxembourg during a stay of less than 90 days must apply for a short stay visa (C).

Before applying for a type C visa, third-country nationals must apply, from their country of origin, for a [work permit](#) to the [General Department of immigration](#) of the Ministry of Home Affairs.

### **Family reunification with an EU citizen**

Third country nationals subject to a visa obligation who wish to join a [member of their family who is an EU citizen](#) or from a country treated as such should not apply for a long stay visa (D). They can apply for a short stay visa (C) to enter Luxembourg in order to join a family member who is a citizen of an EU Member State or of a country treated as such.

### **Ministry of Luxembourg Contact Details:**

**Address:** 26, route d'Arlon L-1140 Luxembourg Luxembourg

B.P. 752 L-2017 Luxembourg

**E-mail address:** [immigration.public@mai.etat.lu](mailto:immigration.public@mai.etat.lu)

**Phone:** (+352) 247 84040

from 9.00 to 12.00 and from 14.00 to 16.00

**Website:** <https://maint.gouvernement.lu/en.html>

