

# Administrative formalities for obtaining the authorisation to stay

## A) For candidates legally residing on the entire north and south American continent

Please contact directly:

Mister **Boris Soudakoff**

### Embassy of Luxembourg to the United States of America

2200 Massachusetts Avenue, N.W., Washington D.C., 20008

Tél. (+1) 202 265 4171 · Fax (+1) 202 328 8270

E-mail : [boris.soudakoff@mae.etat.lu](mailto:boris.soudakoff@mae.etat.lu) - [washington.amb@mae.etat.lu](mailto:washington.amb@mae.etat.lu) ·

Website : <http://washington.mae.lu/en> - [www.gouvernement.lu](http://www.gouvernement.lu) - [www.luxembourg.lu](http://www.luxembourg.lu)

## B) For any other non-European candidate

### 1. Before you arrive in Luxembourg

**a) You must file an application (in the form of a letter) in order to obtain authorisation to stay in the country from the**

*Ministry of Foreign Affairs and Immigration  
Department of Immigration – Foreign Residents Desk*

*P.O. Box 752  
L-2017 Luxembourg*

Your letter must indicate your identity clearly, and must be accompanied by the following documents:

- A certified true copy of all the pages of your passport;
- A birth certificate;
- An extract from the police records or an affidavit;
- The letter of admission to the University of Luxembourg;
- Proof of parental authorisation if you are under 18;
- Proof of health insurance covering all risks in Luxembourg;
- Proof of sufficient resources, during the course of your studies, to cover your living and return expenses (monthly resources corresponding to at least 80% of the minimum guaranteed income in Luxembourg, i.e. €917 as at 1 July 2008). Such proof may consist of:
  - A certificate of a grant or student loan, indicating the amount granted and term
  - A certificate from the bank
  - A certificate of financial support for the student (available at [www.uni.lu](http://www.uni.lu) under Students / Useful information from A to Z / Authorisation to stay)

**Please note:** All documents either have to be apostilled by the competent local authority of the country of origin, or to be legalised by the competent local authority of the country of origin and authenticated by the embassy. If such documents are not in English, French or German, they must be accompanied by a certified and sworn translation.

**b) You must apply for a visa.**

As soon as your application for a temporary authorisation to stay has been received, and if you are a national of a non-EU country and you have to have a visa to enter Luxembourg (see [www.mae.lu](http://www.mae.lu), visas and passports), you must apply for one, within 90 days of obtaining the authorisation to stay, at the embassy or consulate of Luxembourg in your country of residence.

## **2. Upon arrival in Luxembourg**

To be admitted in Luxembourg, you must have a valid travel document and, where applicable, the required visa. If there is no visa requirement, you must arrive in Luxembourg prior to the expiry of the 90-day period as of the authorisation issued by the Ministry.

**a) Within 3 days of arriving in Luxembourg**

You must report to the municipal authorities of the place where you intend to take up residence to make a declaration of arrival, bearing the following documents:

- The original authorisation to stay issued by the Minister
- Your passport.

You will be given a copy of your declaration of arrival which will serve as receipt.

Said receipt and the authorisation to stay will attest to your entitlement to stay in the country until the residence permit is issued.

**b) To obtain your residence permit.**

You must file an application at the Department of Immigration of the Ministry of Foreign Affairs and Immigration, accompanied by the following documents:

- a certified true copy of all the pages of a valid passport
- a copy of the authorisation to stay issued by the ministry
- a copy of the declaration of arrival drawn up by the municipal authorities;
- proof of appropriate housing (e.g. copy of lease, title deed)
- proof of transfer/deposit of the €30 of the issuance fee on CCPL account n° LU46 1111 2582 2814 0000 (beneficiary: Ministry of Foreign Affairs, Department of Immigration; reference: residence permit for ...).
- enrolment certificate issued by the University.

Prior to applying for a residence permit, the applicant must undergo a medical examination performed by a doctor who is established in Luxembourg and authorized to practice as a general practitioner, internist or paediatrician; as well as a screening test for tuberculosis performed by the *Ligue médico-sociale* ([www.ligue.lu](http://www.ligue.lu)). The results of these tests are to be sent to the Ministry of Health, which shall in turn inform the Immigration Department whether the applicant fulfils the medical requirements for obtaining a residence permit in Luxembourg.

**Please note! Without the notification from the Ministry of Health, the Immigration Department is not able to process the application of a residence permit.**