

Administrative formalities for obtaining authorisation to stay

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 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, 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 with the Department of Immigration at the Ministry of Foreign Affairs and Immigration, accompanied by the following documents:

- The application form for the residence permit (available at www.uni.lu under Students / Useful information from A to Z / Authorisation to stay)
- A certified true copy of the authorisation to stay delivered by your Embassy before you left;
- A certificated true copy of the declaration of arrival drawn up by the municipal authorities;
- A medical certificate to the effect that you meet the medical conditions required for your stay, issued by a doctor established in Luxembourg;
- Proof of appropriate housing;
- A recent photo in 45/35 mm format, full-frontal shot of the face uncovered, the head at least 20 mm in height, in accordance with ICAO/OACI standards;
- 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 ...).