

# Being a student in Luxembourg

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Information brochure  
for students who are  
nationals of a third  
(non-EU) country  
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# Introduction

If you are a national from a third (non-EU) country and you have been accepted at the University of Luxembourg, you will now have to attend to the formalities for residing in Luxembourg.

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You must be registered at the University on a full-time basis!

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# Procedures

## step by step

### Before leaving

#### Acceptance in the University of Luxembourg

- **When do I start?**  
I must register on the University's website during the registration periods (available on [www.uni.lu](http://www.uni.lu)).
- **What do I have to do?**  
I must send my application file within the stipulated time limit.

#### Application for a residence permit

- **When do I start?**  
Upon receiving my letter of acceptance from the University, and before entry in Luxembourg without fail.
- **What do I have to do?**  
I must send my complete file to the Luxembourg Ministry of Foreign Affairs (→ page 10).

#### Application for a visa

- **When do I start?**  
Within 90 days of receiving a letter from the Luxembourg Ministry of Foreign Affairs authorising me to take up residence in Luxembourg.
- **What do I have to do?**  
I must go to the Embassy of Luxembourg or of Belgium in my country and initiate the visa application procedure (→ page 11).

## Upon arrival

### Declaration of arrival

- **When do I start?**  
Within 3 days of my arrival in the territory of Luxembourg.
- **What do I have to do?**  
I must go to the municipal authorities of the place where I will reside to comply with the requirements whilst waiting for the residence permit (→ page 12).

### Application for a residence permit

- **When do I start?**  
Within 3 months of my arrival.
- **What do I have to do?**  
I must go to the Immigration Office of the Ministry of Foreign Affairs (→ page 12).

# Certification of documents

Before explaining how you can obtain your temporary authorisation to stay, it is important to underscore that your birth certificate and certificate of good conduct must be:

- either apostilled by the local competent authority of the country of origin, if the document is issued in one of the signatory countries of the Hague Convention of 5 October 1961 abolishing the requirement for legalisation of foreign public documents,
- or authenticated by the competent local authority of the country of origin and legalised by the embassy (a procedure also known as “double legalisation”).

## What is an apostille?

If your documents were issued in one of the signatory countries of the Hague Convention of 5 October 1961 abolishing the requirement for legalisation of foreign public documents, an apostille will suffice. An apostille is a special seal applied by an authority (the embassy) to certify the veracity of the official document.

### The signatory countries of the Hague Convention are:

Albania, Argentina, Australia, Austria, Belarus, Belgium, Bosnia-Herzegovina, Brazil, Bulgaria, Canada, Chile, China, the Republic of Croatia, the Republic of Cyprus, the Czech Republic, Denmark, Ecuador, Egypt, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, India, Ireland, Israel, Italy, Japan, Jordan, Korea, Latvia, Lithuania, Luxembourg, the Former Yugoslav Republic of Macedonia, Malaysia, Malta, Mexico, Monaco, Montenegro, Morocco, the Netherlands, New Zealand, Norway, Panama, Paraguay, Peru, Poland, Portugal, Romania, the Russian Federation, Serbia, Slovakia, Slovenia, South Africa, Spain, Sri Lanka, Surinam, Sweden, Switzerland, the United Kingdom of Great Britain and Northern Ireland, the United States of America, Turkey, Ukraine, Uruguay, Venezuela.

## Annexe to the Convention

→ Sample of an apostille (The certificate will be in the form of a square with sides at least 9 centimetres long)

<b>APOSTILLE</b> (Convention de La Haye du 5 octobre 1961)	
1. Country: .....	
This public document .....	
2. has been signed by .....	
3. acting in the capacity of .....	
4. bears the seal/stamp of .....	
.....	
Certified	
5. at .....	6. on .....
7. by .....	
.....	
8. Number .....	
9. Seal/stamp:	10. Signature:
.....	.....

## Example:

You must take the copy of your diploma to the University that conferred it and have it signed by a competent person (= legalisation). You must then go to the Embassy to have the signature of the University's competent person authenticated.

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**Attention** If the documents are not drawn up in German, French or English, they must be accompanied by a sworn translation.

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## What is a "double legalisation"?

If the country that has issued the documents is not signatory to the Hague Convention, the documents must be authenticated by the competent authority of the country of origin **and** legalised by the embassy ("double legalisation").

Pursuant to this "double legalisation" procedure, the document must first be authenticated by the authorities of the country that issued the document in accordance with the relevant procedure of that State. The authorities authenticate the signature and the capacity of the person who issued the document. In other words, this part of the procedure is used to verify whether the signature on the document is that of the person who signed it and whether this person actually has the capacity he or she claims.

The document must then be legalised by the authorities of the country that will receive it, i.e. the embassy or the consulate representing Luxembourg in the country in which the document was issued.

# Upon receipt of your acceptance in the UL

## Prior to entry in the territory: Apply for a residence permit

An application for and acquisition of an authorisation to stay as a student must be initiated without fail and be approved by the competent minister before you enter in the territory of Luxembourg.

Any such application made on the territory will be declared inadmissible and the student will be required to leave the territory.

To apply for an authorisation to stay as a student, you must write to the:

Ministère des Affaires étrangères  
Direction de l'Immigration  
Service des étrangers  
B.P. 752  
L-2017 Luxembourg

## Indicate clearly your identity (forename, first name and particulars) and attach the following documents:

- a certified true copy of your entire passport
- a birth certificate
- a certificate of good conduct or an *affidavit*
- proof that you have been admitted in an institution of higher education to attend, as your main activity, a programme of studies on a full-time basis leading to a certificate of higher education issued by said institution
- parental authorisation if you are not yet 18
- proof that you have sufficient resources during the course of your studies to cover your residence and return expenses; this means monthly resources corresponding to at least 80% of the guaranteed minimum income in Luxembourg, i.e. € 959 as at 1 January 2010; Such proof may be provided by a certificate of a grant or student loan indicating the amount allotted and the duration thereof, or by a bank certificate or a "certificate of financial support for the student"

([http://www.en.uni.lu/etudiants/inscriptions/autorisation\\_de\\_sejour\\_titre\\_de\\_sejour](http://www.en.uni.lu/etudiants/inscriptions/autorisation_de_sejour_titre_de_sejour) ) in regard to the Luxembourgish State for living expenses for at least one academic year, as well as the return expenses;

- Proof of health insurance covering all risks on the territory of Luxembourg.

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Copy all the pages of your passport and have the copies of your documents certified!

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## Upon receipt of your temporary authorisation to stay: apply for a visa

Nationals of third (non-EU) countries, for whom a visa is required to enter the territory of Luxembourg (cf. [www.mae.lu/visas\\_and\\_passports](http://www.mae.lu/visas_and_passports)) must apply for a visa within 90 days of obtaining the authorisation to stay at a diplomatic or consular representation of Luxembourg in their country of residence.

If Luxembourg has no representation, the application may be lodged with the Belgian representation on location. If neither Luxembourg nor Belgium has a representation, the application may be lodged with the representation of either country nearest to the country of residence.

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If you have a **Schengen Visa**, you can move within this area, but this not dispense you from the procedures for authorisation to stay and visa for Luxembourg.

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# Entry in the territory of Luxembourg

## Formalities to be fulfilled on location

To enter in the territory, you must have a valid travel document and, where required, a visa. If there is no visa obligation, entry into the territory must take place within 90 days as of the relevant issuance of ministerial authorisation.

## Declaration of arrival with the municipal authorities

You must go to the municipal authorities of the place where you intend to take up residence, within three working days of your date of entry in the territory, to make a declaration of arrival.

To this end, you must produce the original authorisation to stay issued for you by the competent minister together with your passport. You will be given a copy of your declaration immediately which will serve as receipt.

This receipt and the authorisation to stay will enable you to stay lawfully in the country until the residence permit is issued.

## Application for a residence permit

You must apply for your residence permit from the Immigration office within three months by submitting the following documents:

- a copy of your authorisation to stay
- a copy of your declaration of arrival drawn up by the municipal authorities
- a medical certificate to the effect that you meet the medical conditions to stay in the country, issued by a doctor in Luxembourg
- a recent uncovered full-face photo (format 45 x 35 mm) compliant with ICAO / OACI standards

- proof of payment / transfer of the issuance fee of € 30 on CCPL account no. LU46 1111 2582 2814 0000 (beneficiary: Ministère des Affaires étrangères → Direction de l'Immigration → reference: residence permit for ...).
- the form "Demande de délivrance d'un titre de séjour pour ressortissant de pays tiers" ("Application for a residence permit for a third (non-EU country) national") is available at [www.mae.lu](http://www.mae.lu).

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The **medical examination** will be conducted by a doctor in Luxembourg authorised to practice as a general practitioner, specialist in internal medicine, or specialist in paediatrics.

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# Renewal of the residence permit

You should give thought to renewing and to applying to renew your authorisation to stay at the latest two months before your residence permit expires.

To this end, the following must be sent to the Immigration Office of the Ministry of Foreign Affairs:

- the form for renewing a residence permit for nationals of third (non-EU) countries as students, available at [www.uni.lu](http://www.uni.lu) → Student → useful information from A to Z
- a certified true copy of your valid passport
- documents certifying that the conditions for obtaining authorisation to stay have been met, namely
  - > proof of registration in an institution of higher education,
  - > parental authorisation if you are not yet 18,
  - > proof that you have sufficient resources during the course of your studies to cover your residence and return expenses,
  - > proof of a health insurance covering all risks on the territory of Luxembourg.
- a certificate of residence
- a recent certificate of good conduct
- a recent uncovered full-face photo (format 45 x 35 mm) compliant with ICAO / OACI standards
- proof of payment/transfert of the issuance fee of € 30 on the CCPL account no. LU46 1111 2582 2814 0000 (beneficiary: Ministère des Affaires étrangères → Direction de l'Immigration; reference → residence permit for ...).

# Social security

## Application for Social Security coverage

### Mandatory insurance for students in the Grand Duchy of Luxembourg

An application for Social Security coverage concerns only those who do not have other such coverage, i.e.

- people from a non-European country with which Luxembourg has not signed a Social Security agreement. (To find out whether your country has signed such an agreement, go to [www.cns.lu](http://www.cns.lu))
- people from a European country or a country with which Luxembourg has signed such an agreement who do not enjoy personal entitlement or protection as family members in their country of origin.

For persons (in cases no. 1 and 2) whose income does not exceed the guaranteed minimum income defined by the relevant legislation, the State assumes the contribution for health insurance until the person in question turns 30 (article 32 of the Social Insurance Code).

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**Attention** persons over 30 must apply for continued health insurance ("assurance maladie continue") (application form available at [www.uni.lu](http://www.uni.lu)) (rate: € 96.90 / month).

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Such an application must be renewed every semester! A certificate of university attendance and the previous social security card must be produced with each application.

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People from a country with which Luxembourg has signed an agreement and who enjoy personal entitlement or protection as family members in their country of origin, must **register with social security (CNS)**

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# Working in Luxembourg

## Which student can engage in gainful employment?

You are a national or family member of a national of an EU or EEA Member State or of Switzerland **with** residence card.



**You are authorised** to work without restrictions and without work permit.

You are a national of a third (non-EU) country with a “student” residence permit. Two first semesters in the bachelor’s degree programme.



**You are not authorised** to work (except if gainful employment amounts to at most 10h / week and is carried out in the University).

You are a national of a third country with a “student” residence permit. Bachelor’s degree programme after the first two semesters; master’s degree; PhD.



**You are authorised** to work, with a restriction of 10h / week during school periods, without work permit.

You are a national of a third (non-EU) country with a “family member” residence permit.



**You are authorised** to work without restrictions, but you must have a work permit.

You are a national of a third (non-EU) country with a “EU long-term residence permit”.



**You are authorised** to work without restrictions and without any specific work permit.

Your possibilities of gainful employment vary depending on the programme for which you are registered.

If you are registered for the bachelor’s degree programme, you can engage in gainful employment only after you have completed 2 semesters of your course, unless you are employed in the University and then only for 10 hours per week.

Conversely, this limit of 10 hours per week at most does not apply to gainful employment during the school holidays, when you can enter into a “normal” contract for a specified period with an employer and are thus liable for affiliation with social security. A student who meets the age conditions provided under article L.151-2 of the Labour Code (aged at least fifteen and at most twenty-seven) may also opt to conclude a “student contract” in accordance with the provisions of articles L.151-3 ff. of the Labour Code. Under such a contract, the student’s employment does not entail affiliation with health insurance and pension

insurance and the pay may not be below 80% of the minimum wage, and the student is exempted from contributions for family allowances.

The limitation does not apply to research work carried out by the student in the institution of higher education or in an accredited research organisation with a view to earning a doctorate.

Contracts of employment by and between assistants and the University of Luxembourg by virtue of the Act of 12 August 2003 on the creation of the University of Luxembourg are also exempted from this limitation.

### Procedures for engaging in gainful employment

A student who is a national of a third (non-EU) country may be hired by an employer simply by producing his or her "student" residence permit.

The employer must make a written declaration to the minister responsible for immigration who will verify whether the conditions provided by the relevant legislation are met.

The declaration contains the following information:

- Employer's company name
- Student surname, first name, nationality, place and date of birth
- Projected starting date of employment
- Nature, term of contract and number of working hours per month

The declaration must be accompanied by a copy of the student's residence permit as well as a copy of the contract of employment.

The employer is required to notify the minister of any and all changes relating to the nature or term of the contract and the number of working hours per month.

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### Residence permit = Authorisation to work

It is no longer necessary to apply for authorisation to work.  
Your employer simply informs the Ministry of Foreign Affairs.

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### Student work placements

Similarly, if you have a residence permit, you can carry out a required unpaid work placement as part of your studies during the validity period of your permit, without having to request a new authorisation to stay as a trainee.

Essentially educational in nature, the work performed under a training work placement or a paid trial work placement period\* is not considered as an occupation (i.e. gainful employment) and the limit of 10 hours per week is not applied.

During school holidays, students may engage in paid work placement, i.e. a work placement that entails a contract of employment and a salary and as such is considered as gainful employment.

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\* Training work placement or trial work placement refers to the work placement provided under article L.151-1 of the Labour Code which must be:

- essentially educational in nature
- organised and supervised by a educational institution in Luxembourg or abroad
- or organised by an employer on the basis of a work placement contract by and between the employer and the student.

The procedures and conditions for the performance of the work placement are defined in the Grand Ducal Regulation of 10 August 1982 for training and trial work placements provided under article 1, section 2 of the Act of 22 July 1982 on the employment of students during the school holidays (currently article L.151-1 of the Labour Code).

To be considered as essentially educational work within the meaning of article L. 151-1 of the Labour Code, the training or trial work placement organised by an employer under a work placement contract concluded by the latter with the student must:

- a) constitute an integral part of the course, in accordance with the programmes of the educational institution in Luxembourg or abroad
- b) be for information or orientation purposes
- c) not assign the student tasks requiring performance comparable to normal employment.

# Stay

## after earning the final diploma

If a national of a third (non-EU) country residing in Luxembourg as a student has obtained his or her final higher education diploma in Luxembourg and wishes to stay in the country after his or her studies to engage in gainful employment, he or she may be eligible for the exemption system provided by article 59 of the Free Movement of People and Immigration Act.

Under this system, you can be eligible for a residence permit as a “salaried worker” for two years. The residence permit issued by virtue of article 59 enables the beneficiary to engage in limited gainful employment in only one sector and in only one occupation.

This occupation may nonetheless be taken up with several employers, either simultaneously (2x20 hours) or consecutively. The gainful employment must necessarily be directly related to the graduate’s academic training.

Applications for this status must be lodged with the competent minister prior to the expiry of the “student” residence permit.

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**Please note** if you return to your country of origin without having applied for authorisation, you will fall under the system of ordinary law again when you decide to come back to Luxembourg to take up gainful employment.

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## Personne de contact à l’Université du Luxembourg

Martine Zenner  
Student Department

Université du Luxembourg / Campus Limpertsberg  
162a, avenue de la Faiencerie // L-1511 Luxembourg  
T. +352 / 46 66 44-6222 // F. +352 / 46 66 44-6760  
martine.zenner@uni.lu // www.uni.lu

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## Le Ministère des Affaires étrangères et de l’Immigration

Direction de l’Immigration – Service des étrangers  
B.P. 752 // L-2017 Luxembourg

<http://www.mae.lu/fr/Site-MAE/Immigration/Entree-et-sejour-des-etrangers2>

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## Bierger-Center

The “Bierger-Center” is open to the community to offer a one-stop shop to current and aspiring citizens of the city for all the administrative formalities required to take up residence in the city, while guaranteeing individual support in a friendly environment.

T. +352 / 4796-2200 // F. +352 / 26 27 09 99  
bierger-center@vdl.lu

Opening hours: Monday to Friday 8.00 a.m. to 5.00 p.m.

Centre Hamilius // 51 boulevard Royal // L-2449 Luxembourg  
Bus: All lines, “Hamilius” stop

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## Post Office

P&T Luxembourg  
53, Avenue Pasteur // 2311 Luxembourg  
Nom bureau: Luxembourg-Limpertsberg

Opening hours: 8.00 a.m. to 12.00 noon / 1.30 p.m. to 5.00 p.m.  
T. +352 / 46 34 37-31

## **Centre Commun de la Sécurité Sociale (Common Social Security Centre)**

125 Route d'Esch // L-2975 Luxembourg

Opening hours: 8.00 a.m. – 04.15 p.m.

T. +352 / 40 14 1-1 // F. +352 / 40 44 81

[www.ccss.lu](http://www.ccss.lu) / [www.cns.lu](http://www.cns.lu)

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For all requests about secondary school leaver's certificate equivalence:

## **Ministry of National Education**

**Ministère de l'Éducation Nationale et de la Formation  
Professionnelle du Luxembourg** (Ministry of National Education  
and Vocational Training of Luxembourg)

**Diploma Recognition Service** (Service de la Reconnaissance  
des Diplômes)

Reception office 006 (ground floor)

29, rue Aldringen // L-2926 Luxembourg

T. +352 / 478-5910 // F. +352 / 478-5933

[www.men.public.lu/reco\\_diplomes/index.html](http://www.men.public.lu/reco_diplomes/index.html)

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For requests to register university degrees

## **Ministry of Higher Education and Research**

**Secretariat of the Commission of Higher Education Degrees**  
(Secrétariat de la Commission des Titres d'Enseignement Supérieur)

18-20, Montée de la Pétrusse // L- 2912 Luxembourg

T. +352 / 24 78 66 39 // 24 78 66 40 // 24 78 51 34

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## **Youth Hostel**

**Laurent Kreintz**

2, rue du Fort Olisy // L-2261 Luxembourg

T. +352 / 22 68 89 20 // F. +352 / 22 33 60

[luxembourg@youthhostels.lu](mailto:luxembourg@youthhostels.lu)

Open year round // Reception open: round the clock

Rooms available as of 1.00 p.m. // Check out before 10.00 a.m.



**Université du Luxembourg**  
SEVE – Service des Études et de la Vie Étudiante

Campus Limpertsberg  
162a, avenue de la Faiencerie  
L-1511 Luxembourg

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[seve.infos@uni.lu](mailto:seve.infos@uni.lu)

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**Source**  
[www.mae.lu](http://www.mae.lu)  
→ Immigration, entrée et séjour des étrangers