



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère des Affaires étrangères
et européennes

Direction de l'immigration

**Authorisation to stay for a third-country national
in view of salaried activity (« salaried worker »)**

(articles 42 to 49 of the modified law of 29 august 2008 on the free movement of people and immigration)

The third-country national who wishes to reside on Luxembourg territory for more than three months to work, must be holder of an authorisation to stay for a salaried worker. The application must be made and favourably advised **before entering on Luxembourg territory**. An application made after the entry on the territory is inadmissible.

1. Preliminary step

Before considering the employment of a third-country national, the employer must declare the post vacancy at the Luxembourg Employment Agency (*“Agence pour le Développement de l’Emploi” - ADEM*) in order to allow the labour market test to be made. This test consists in verifying if the post vacancy can be filled with a person available on the local or European labour market. If ADEM cannot come up with candidates that have the asked profile within three weeks, the employer can ask ADEM for a certificate to attest that he may employ a person of his choice for his post. The employer signs a work contract with the worker he plans to employ. The start date on the contract may mention "as soon as the authorisation to stay for salaried workers is obtained". The employer gives the original of the certificate to the third country national who will enclose it in the application for the authorisation to stay in Luxembourg.

2. Application for the authorisation to stay

The third-country national must submit an application to the minister in charge of immigration.¹ The applicant must disclose his/her identity (names, first names) as well as his/her exact address in the country of residence. He/she must also enclose the following documents in the application:

- a copy of his/her valid passport, in its entirety (all pages);
- a recent extract from his/her police record or an *affidavit* issued in the country of residence;
- a *curriculum vitae* ;
- a copy of his/her diplomas or professional qualifications;
- a copy of the work contract, dated and signed by himself/herself and the employer and conforming to Luxembourg labour law;
- the original recent certificate issued by *“Agence pour le Développement de l’Emploi”*, attesting the employer’s right to employ a person of his choice for the vacant post;
- if need be, a mandate/proxy².

In case the documents are not in German, French or English, a conforming translation by a sworn translator must be enclosed.

An incomplete application will be sent back to the applicant.

¹The application can be submitted by sending it to the Immigration Directorate (see address below) or by handing it in to a diplomatic or consular representation of Luxembourg or the diplomatic or consular mission representing Luxembourg.

² The third-country national may confer mandate to a third person so as to submit the application in his/her place. In this case, the appointed person, except for juridical consultants, must present a duly signed and dated mandate from the third-country national. The signature must be preceded by the handwritten phrase « good for power of attorney ». You can find a model of a mandate/proxy on the internet site www.guichet.lu

3. Important notice

The authorisation to stay for salaried workers is granted for one profession in one sector for any employer. This restriction remains for the first year. A change of sector or profession is only possible with the authorisation of the minister in charge of immigration.

If granted, the third-country national receives a “temporary authorisation to stay” (“*autorisation de séjour temporaire*”). This temporary authorisation to stay is valid for a period of 90 days. During this time, the third-country national must :

- either request a visa to enter the Schengen area, if subject to visa obligation;
- or, if not subject to visa obligation, enter on the territory of Luxembourg and make his/her declaration of arrival at the municipality (“*administration communale*”) of the chosen place of residence.

After entering Luxembourg, the third-country national has to follow the procedure to apply for the residence permit (“*titre de séjour*”).

For further information (in English, French and German), please visit the web site www.guichet.lu

Information note on the protection of personal data

The Directorate of Immigration of the Ministry of Foreign and European Affairs collects and uses your personal data in the context of its public interest mission in implementation of the amended law of 29 August 2008 on the free movement of persons and immigration, and in compliance with the legal provisions on data protection. More detailed information on the processing of your data, as well as on your rights in the matter, are available on the website: <https://maee.gouvernement.lu/en/services-aux-citoyens/visa-immigration.html>