



**Authorisation to stay for a third-country national  
in view of salaried activity as a transferred worker**

(articles 47 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 as part of a transfer, must be holder of an authorisation to stay as a transferred 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. Requirements**

To be considered a transferred worker, the worker must have an open-ended contract with the firm that is carrying out the transfer.

**2. Application for the authorisation to stay**

**The hosting firm** must present a motivated and circumstantial application to the minister in charge of immigration<sup>1</sup>. The application must include an exact address and the duration and the object of the transfer.

The application must include the following documents concerning the transferred worker:

- a certified copy of his/her valid passport, in its entirety;
- a birth certificate;
- a recent extract from his/her police record or an *affidavit* issued in the country of residence;
- a *curriculum vitae* ;
- a certificate of affiliation to social security in the country of providence;
- a certified copy of the open-ended contract, dated and signed by the transferred worker as well as the transferring firm;
- a copy of the work contract or the transfer agreement between the hosting firm and the transferred worker mentioning the duration of the transfer.

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.**

**3. Important notice**

In case the transferred worker wants to bring along his/her spouse/partner or his/her unmarried minor children (or those of his/her spouse/partner), he/she must enclose the documents required for family reunification (see information available on the internet site [www.guichet.lu](http://www.guichet.lu)).

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](http://www.guichet.lu)**

<sup>1</sup> The 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.