



**Authorisation to stay for a third-country national
wishing to participate in a program for voluntary service (« volunteer »)**
(article 62 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 participate in a program for voluntary service, must be holder of an authorisation to stay as a volunteer. 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

In order to qualify for the application for an authorisation to stay as a volunteer, the third-country national must fulfil the following conditions:

- he/she fulfils the conditions established by the law of 31st October 2007 on the voluntary youth service;
- he/she brings proof that the organisation in charge of the voluntary service program that he/she is participating in, will vouch for him/her during the entire duration of the stay in particular for the residence and return charges.

2. Application for authorisation to stay

The applicant must submit an application to the minister in charge of immigration.¹ He/she 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:

- a copy of his/her valid passport, in its entirety (all pages);
- if applicable: the residence permit in another Member State of the European Union, in case the applicant already resides in the Schengen Area;
- a recent extract from his/her police record or an *affidavit* issued in the country of residence;
- an agreement² with a recognized organisation in order to carry out a precise project of voluntary service or a project as part of a program of voluntary service;
- proof that the organisation in charge of the voluntary service program that he/she is participating in, will vouch for him/her during the entire duration of the stay;
- if need be, a mandate/proxy³.

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

The decision on the complete application shall be taken within 60 days. Where the information or documentation supplied in support of the application is incomplete, the Ministry shall notify the applicant within a reasonable period of the additional information that is required and set a reasonable deadline for

¹ 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.

² See model of an agreement for voluntary service available on the internet site: <http://www.snj.public.lu/formulaires/service-volontaire1/index.html>

³ 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

providing it. The period of 60 days shall be suspended until the Ministry has received the additional information required. If additional information or documents have not been provided within the deadline, the application may be rejected.

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>