LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère des Affaires intérieures

Direction générale de l'immigration

**Work permit for third country nationals,
holder of a residence permit as 'private reasons'
wishing to engage in part-time salaried activity**

The third-country national, holder of a residence permit 'private reasons' wishing to engage in a part-time salaried activity[1], must dispose of a work permit **before starting to work**.

1. Requirements

The employer must declare the post vacancy at the Luxembourg Employment Agency *("Agence pour le Développement de l'Emploi" - ADEM*) before considering the recruitment of a third-country national. The employer signs a work contract with the worker he plans to employ. The starting date on the contract may mention "as soon as the work permit is obtained". The labour market test will not be conducted, it is sufficient for the employer to be able to prove the post vacancy declaration. The employer gives this proof of the post vacancy declaration to the worker who must enclose it in the application for a work permit.

2. Application for a work permit

The applicant must submit an application to the minister in charge of immigration.[2] The applicant must disclose his identity (names, first names) as well as his exact address in the country of residence. He must also enclose the following documents in the application:

- a copy of his/her valid passport, in its entirety (all pages);
- 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;
- proof of the post vacancy declaration at the *"Agence pour le Développement de l'Emploi"*;
- proof of the payment of a tax of EUR 80.- to the following account: CCPL n° LU46 1111 2582 2814 0000 (beneficiary: Ministère des Affaires intérieures, Direction générale de l'immigration; communication: titre de séjour dans le chef de…);
- if need be, a mandate/proxy[3].

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.

1 If the salaried activity is a full-time activity, the holder of a residence permit as a "family member" must dispose of an authorisation to stay as a salaried worker.

[2] The application can be submitted by sending it to the General Department of immigration of (see address below).

3 The applicant 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 applicant. 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.

Guichets et bureaux :
26, route d'Arlon, Luxembourg

Adresse postale :
B.P. 752, L-2017 Luxembourg

Tél. (+352) 247 - extension
immigration.public@mai.etat.lu

www.gouvernement.lu
www.luxembourg.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 approval of the minister in charge of immigration.

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 General Department of immigration of the Ministry of Home 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, 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://gd.lu/immigration.