

Welcome to citizens

of the European Union and their families



The information about immigration is available on the Websites
www.bienvenue.lu and www.mae.lu



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

Direction de l'immigration



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de la Famille, de l'intégration
et à la Grande Région

Office luxembourgeois de l'accueil
et de l'intégration



OFFICE LUXEMBOURGEOIS
DE L'ACCUEIL ET
DE L'INTÉGRATION



Living in Luxembourg

Luxembourg is a country that attracts many foreigners, in particular due to the very high salaries, compared to those of most other countries.

Therefore, it is important to know that the costs of living and accommodation are high in Luxembourg.

In addition, the linguistic context within the labour market and schools is complex: 3 official languages coexist in day to day communication - Luxembourgish - German - French, and the education system is based on the knowledge of several languages from the early years of study onwards. All these factors, and many others, must be taken into consideration before moving to Luxembourg.

Languages spoken in Luxembourg

The Luxembourgish language is the language for everyday communication, enabling better integration into the country. German and French are the main administrative languages and are used in the economic sector as well. Depending on the position held, the employer may demand either one as an additional language.

Educating children

The educational system is based on 4 languages: Luxembourgish, which is the language used for the first cycle of pre-school teaching (3-5 years), and

the language children use to communicate between themselves, German is the language for literacy and used in cycles 2, 3 and 4. In addition, French is taught from the age of 7-8 and English is taught in secondary school.

Primary school covers the first 9 years of education divided into 4 learning cycles. School is compulsory for everyone from the age of 4 to 16. Primary school registration takes place in the commune where you live. For further information, you may contact the Ministry of National Education (www.men.lu).

Any foreign child who has completed primary school in their country of origin must contact the CASNA (Education for Newcomers to Luxembourg) upon their arrival to Luxembourg.

Finding a job in Luxembourg

It is not easy to find a job in Luxembourg. You may find a job through the ADEM (Agency for Job Development), through the Internet (e.g. www.monster.lu), through newspapers or temporary recruitment agencies. It should be noted that in Luxembourg it is not unusual to require knowledge of at least one of the 3 official languages - Luxembourgish, German, French.

Finding accommodation in Luxembourg

It is expensive to rent property in Luxembourg. Therefore, it is important to find out about rental costs in Luxembourg and not underestimate them. You can get a good overview of prices by consulting websites such as www.athome.lu or www.luxbazar.lu.

If you rent an apartment or a house through an agency, you should be aware that the agency costs will probably be equal to a month's rent.

In addition, a deposit of 2-3 months' rent may be required in advance by the owner (in other words, if, for example, you are renting an apartment with a rent of €1,000 per month, you must immediately pay €4,000-5,000 depending on the deposit required).

Another difficulty lies in the fact that owners can be very demanding when choosing their tenants. They often refuse to rent to individuals who do not have a permanent employment contract (CDI).

Some alternatives do exist, but are often hard to find and/or are not always ideal:

- renting rooms in bed and breakfasts often managed by cafes (make sure the rooms are in good condition and verify that they are council authorised rental property)
- sharing a flat with other people; for more information go to the website www.appartager.lu

The following booklets are available:

- Welcome to Luxembourg an information guide to Third Country Citizens and their family members
- Welcome to Luxembourg a booklet intended for the Persian community
- Welcome to Luxembourg a booklet intended for the Portuguese-speaking community
- Welcome to Luxembourg a booklet intended for the Chinese community
- Welcome to Luxembourg a booklet intended for the Serbian community
- Welcome to Luxembourg a booklet intended for the Albanian community

These booklets are available and may be downloaded from the website www.bienvenue.lu

Welcome to the Citizens of the European Union and to their family

The amended law of 29 August 2008 on free movement of individuals and immigration seeks to simplify the procedures for citizens of the European Union and their family members. This brochure is intended to facilitate the legislation and to make it more accessible.

Additions and amendments have been made since 2008, and this booklet (version December 2013) is an updated version of the first edition issued in 2010.

The information presented here is the result of a collaboration between the Ministry of Foreign and European Affairs - Immigration Directorate, the Ministry of Family and Integration and the Greater Region - the Luxembourg Reception and Integration Agency (OLAI) and ASTI.

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Summary You are moving to Luxembourg

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Citizens of the Union or persons treated as such

Citizens

- Of a Member State of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom
- Any Member State that is a party to the Agreement on the European Economic Area (EEA): Iceland, Liechtenstein and Norway

- Of the Swiss Confederation
 - The members of the family of such citizens have a right of residence if they depend on a citizen who fulfils the necessary conditions.
- Derogations are still in force for workers Croatia as far as the labour market access is concerned.

You are staying up to 3 months

You are not required to do anything, but must possess a valid identity document (passport or identity card).

You are staying for more than 3 months

You have to ask the commune in which you are living for a registration certificate (attestation d'enregistrement) within the first three months of your arrival.

- Employed or freelance worker,
- "Inactive": a person possessing sufficient financial resources for themselves and their family,
- Student.

Who is entitled to get a registration certificate?

- Any citizen of the European Union planning to emigrate to the Grand Duchy of Luxembourg for a period of over 3 months under the status of:

Note:

Croatians, even though they are citizens of the Union, must attach a work permit in order to be issued a certificate of registration under the status of salaried worker. There is an initial two-year transition period starting from 1 July 2013.

Registration certificate

Which institution issues the certificate of registration?

→ You must contact the municipal authorities of your place of residence:

- you must present a valid form of identification (identity card or valid passport) and,
- you must attach supporting documents (for further information, see below).

What is the waiting time?

→ If your file is complete, you are immediately issued the certificate of registration in your municipality of residence:

- such certificate is issued for an unlimited period,
- such certificate is free of charge.

Note:

The registration certificate does not constitute an identity document!

What supporting documents must one provide?

→ The documents required depend on the situation of the applicant.

Bulgarian and romanian citizens are considered EU citizens regarding the residence and work permit from 1st January 2014 onwards.

Detailed information on these exemptions can be found on the website www.mae.lu under the section: Visas/Immigration - Citizen of the Union and their family member also citizen of the Union.

You are employed

Here are the documents to be presented:

- An employment contract (dated and signed by the 2 parties),
- An offer of employment issued by the future employer (dated and signed by the future employer).

Reminder:

croatian citizens must also present a work permit.

An employed worker is a person who carries out economic activities remunerated on behalf of and under the guidance of another person.

This activity must be genuine and effective; activities that are so small that they appear purely marginal and accessory are excluded (e.g. activities below 10 hours per week).

An offer of employment is an act by which an employer commits to concluding an employment contract with a candidate, if the latter accepts. In order for an offer of employment to be valid, it must specify the nature of the work in question, the date of recruitment, the period of employment and the amount of remuneration.

You are freelance

Here are the documents to be presented:

- Proof attesting that your activities are freelance.

e.g.

authorisation of establishment, authorisation to trade in cases where this authorisation is required and where applicable, the letter from the Ministry of the Middle Classes, Tourism and Housing certifying that a business permit is not necessary for the activity carried out, proof of authorisation to perform a licensed profession (doctor, physiotherapist, lawyer, etc.) or a contract of service provision.

required exceed the total of the guaranteed minimum wage defined by the amended law of 29 April 1999 enacting a right to a guaranteed minimum wage.

e.g.

retirement pension or disability benefit, bank certificate, guarantor, wages or indemnities received in another country,

- a certificate of subscription to health insurance, for yourself and your family members.

You are an unpaid student or intern

Here are the documents to be presented:

- Registration with an approved public or private educational institution in Luxembourg (e.g. www.uni.lu), primarily for the purpose of carrying out studies or professional training,
- A guarantee of sufficient resources (e.g. guarantor, bank statements)
- A certificate of subscription to health insurance, for yourself and your family members.

You are inactive

Here are the documents to be presented:

- Proof of sufficient resources to avoid becoming a burden on the social welfare system: the sufficient resources required are assessed by taking into account the personal situation of the person concerned. Under no circumstances can the amount

You change your address

Within the Grand Duchy of Luxembourg

→ You must register the certificate within 8 days of your arrival with the "new" municipality. If after several changes of address the certificate no longer has any available fields, a new certificate

will be issued to you, specifying the date of issue of the first certificate of registration. A copy is sent to the Ministry.

In the event of loss or theft of the registration certificate

→ You must make a declaration to the police and apply in writing for a new certificate from the Ministry at the following address:

- **Ministère des Affaires Étrangères**
[Ministry of Foreign Affairs]
Direction de l'Immigration [Immigration Directorate]
26, route d'Arlon L-1140 Luxembourg
B.P. 752 L-2017 Luxembourg

Your new certificate will specify the date of issue of the original certificate of registration.

The Ministry informs your municipality of the issue of the new certificate.

After 5 years you will be entitled to permanent residency

→ After an uninterrupted legal stay of 5 years (e.g. certificate of residency), even:

- if you receive a retirement pension or if you receive early retirement or disability benefits,

- if you reside in Luxembourg and work in another Member State.

The application must be sent using a special form to the Immigration Directorate (see address here above).

Family members

The law defines who qualifies as a family member

→ The law differentiates between:

- family members who are citizens of the European Union or assimilated,
- family members of a national of a third-party country and,
- family members of a student.

The following are regarded as a family member

- A** The spouse,
- B** The partner with whom the citizen of the Union has contracted a civil partnership,
- C** Direct descendants and direct descendants of the spouse or the partner who are less than 21 years of age or who are dependants (except in the case of a student),

D Direct ascendants who are dependants of the citizen of the Union and direct ascendants who are dependants of the spouse or partner (except in the case of a student),

E The partner with whom the citizen of the Union has a long-term relationship, appropriately attested.

The sustainable nature of the relationship is examined in relation to the intensity, the seniority and the stability of the bond between the partners. The proof of the sustainable nature can be expressed by any means,

F Other family members specially authorised by the Ministry (for example supported by the applicant or for health reasons).

The family members of a Luxembourg citizen are assimilated with the family members of the citizen of the Union.

Which are the documents to be presented for the family members?

For the members of your family themselves citizens of the Union or assimilated, the procedure is similar to your own. The applicant presents himself within 3 months of arrival to the municipality with an ID document, a copy of your certificate and according to the case:

If it is about a spouse:

- a marriage certificate/a certificate of the recorded partnership/a copy of the family record book,
- a copy of the certificate of registration of the citizen of the Union (and assimilated countries) that the applicant has joined.

If it is about a descendant (children):

- The proof that the child is less than 21 years of age or that he is supported, as well as the proof of the family tie with the citizen of the Union or the national of one of the assimilated countries that he accompanies or joins.

If it is about ascendant (father, mother):

- The proof of the family tie with the citizen of the Union or the national of one of the assimilated countries that he accompanies or joins, as well as the proof that he is supported by this person.

The special authorization of the Minister:

- If the applicant belongs to the other family members falling within article 12, paragraph (2) of the law, a special permit of the Ministry is enacted.

Members of your family, nationals of a third party country:

Must present themselves to the municipality of your residence within 3 months following their arrival and ask for a residence permit as a member of the family of a citizen of the Union with the documents used for entry into the country and a copy of your certificate of registration and according to the case in question with:

- a document proving the existence of the marriage, the partnership or the family ties,
- a document of the country of origin proving that the applicant is supported by you and,
- the special permit from the Ministry if the applicant belongs to the other family members falling under article 12, paragraph (2) of the law.

Steps to follow:

- Presenting the documents to the municipality, the municipality gives you a receipt.
- The receipt is valid as a residence permit for 6 months.
- The municipality sends the file to the Ministry.
- The Ministry issues the residence permit within 6 months.
- The Ministry sends the permit to the municipality.

- You can collect the permit at the municipality.
- The residence permit is valid for 5 years.

Members of your family if you are student

- If you are a student, only your partner or your registered partner and your dependant children are regarded as members of your family (not ascendants or other members of your family, without the special authorisation of the Ministry).

You receive unemployment benefit in your country of origin and you wish to settle in Luxembourg?

For a maximum period of three months, any person is entitled to unemployment benefit in another Member State of the European Union, on the conditions:

- that the person has been registered as a job seeker for at least 4 weeks and has been unemployed,
- that he is registered as a job seeker in the Member State in which he hopes to settle within 7 days after having informed the qualified department of employment in his country of origin,

- that he is provided with an E303 certificate. This form is issued for the unemployed person who asks to transfer his residence to another Member State to seek an employment in that country.

Consequently, in order to request a certificate of registration it is necessary that the amount of unemployment benefit of the country of origin is at least equivalent to the benefits of the guaranteed minimum wages of Luxembourg.

Remarks

- An incomplete request will be returned to the applicant in order to be completed before being assessed.
- The ID photographs must be in conformity with the standards of the International Civil Aviation Organization (recent photograph, in colour, full

face, 45mm x 35mm, including 70% to 80% taken-up by the facial image itself).

- If the documents are not written in German, French or English, a certified true copy by a sworn translator must be attached.

This is only a summary presentation. Reiterating the basics of the Luxembourg legal provision concerning the citizens of the European Union and their family wanting to settle in Luxembourg. In order to do so, ASTI did not make any comparison with the relevant Community legislation, in particular with Directive 2004/38/EC.

Only the amended law of 29 August 2008 and related grand-ducal regulations are deemed authentic:

- Memorial A 138 of 10 September, 2008 (to be downloaded free of charge from Legilux: www.legilux.public.lu)

The Welcome and Integration Contract - CAI

- Discover the history, the customs, the languages and the values of the Grand Duchy of Luxembourg!

Did you know?

The Luxembourg Government set up a provision, which enables you to actively take-part in your integration, namely the Welcome and Integration Contract (CAI).

A contract aimed at you:

- to learn one of the languages of the country,
- to follow a course on civics,
- to take part in an orientation day.

The CAI is aimed at you, if you:

- are a foreign national,
- legally remain on the territory of the Grand Duchy of Luxembourg and wish to stay there long-term
- are at least 16 years of age

Your benefit from:

- a reduction in the registration fees for language classes,
- exemption from payment for training on civic information and orientation day,
- exempt from one of the optional courses on civics intended for the acquisition of Luxembourg nationality,
- taking into account of the CAI for obtaining the status of long-term resident.

Would you like to find out more?

- Luxembourg Reception and Integration Agency (OLAI)
Tél: 2478 5785
E-mail: cai@olai.public.lu
www.olai.public.lu

You can find more information for citizens of third party countries on the website of ASTI-FEI: www.bienvenue.lu or on the website of Ministry for Foreign and European Affairs: www.mae.lu

Useful addresses and links:

ASTI - Association de Soutien aux Travailleurs Immigrés (Support Association for Immigrant Workers)
→ 10-12, rue Auguste Laval ■ L-1922 Luxembourg
Tel: +352 438 333-1 ■ E-mail: partenariat@asti.lu
www.asti.lu ■ www.bienvenue.lu

ADEM - Administration de l'Emploi
(Agency for the Development of Employment)
→ 10, rue Bender ■ L-1229 Luxembourg
Job seekers Contact: 24788888
Fax: +352 40 61 40 ■ E-mail: info@adem.public.lu
www.adem.lu

Cellule d'Accueil Scolaire pour Nouveaux Arrivants (CASNA) (Educational reception centre for newly arrived students)
→ 58, boulevard Grande-Duchesse Charlotte
L-1330 Luxembourg
Tel: 247-85207 ■ E-mail: eliane.kettels@men.lu

Direction de l'Immigration (Immigration Directorate)
→ 26, route d'Arlon ■ L-1140 Luxembourg
B.P. 752 L-2017 Luxembourg
Tel: +352 2478-4040 ■ Fax: +352 22 16 08 ■ www.mae.lu

Ministère de l'Éducation Nationale, de l'Enfance et de la Jeunesse (Ministry of National Education, Children and Youth)
→ 29, rue Aldringen ■ L-2926 Luxembourg
Tel: +352 2478-5100 ■ www.men.public.lu

Office Luxembourgeois de l'Accueil et l'Intégration (OLAI) (Luxembourg Reception and Integration Agency)
→ 7-9, avenue Victor Hugo ■ L-1750 Luxembourg
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E-mail: cai@olai.public.lu ■ www.olai.public.lu

www.guichet.lu
administrative guide to the Luxembourg State

Legislation:

→ www.legilux.public.lu/leg/a/archives/2012/0019/2012A0242A.html

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