



## Residence permit – “Intra-Corporate Transferee – Temporary Salaried Worker”

For this category of residence permit, a simple copy of the documents is sufficient.

Any document not written in French, German or English must be accompanied by a translation made by a sworn translator.

### File information

Applicant name

Embassy

Application date

File reference

Visa type requested (section no.)

### Mandatory documents

- ☐ A completed and signed National Visa application form (available on [guichet.lu](https://guichet.lu) or from the embassy/consulate)
- ☐ One passport-size photograph meeting ICAO standards, taken less than 3 months ago. A non-compliant photo will be rejected.
- ☐ Applicant's full valid passport (all pages)
  - Your passport must be valid for at least 6 months beyond the intended stay.
  - It cannot have been issued more than 10 years ago.
- ☐ Employment contract with the sending company, dated and signed by both parties, in force for at least 3 months and valid beyond the duration of the transfer
- ☐ Transfer agreement / assignment letter with the host company, dated and signed by both parties, providing for a gross salary at least equal to the current monthly social minimum wage in Luxembourg
  - The transfer agreement / assignment letter must state the identity of the parties, the start date of the contract, the place of work, the nature of the job, the working hours, and the remuneration.
  - Information: the exhaustive list of required clauses is available at <https://itm.public.lu/fr/questions-reponses/droit-travail/contrats-travail/a/a7.html>
- ☐ Curriculum vitae
- ☐ Diplomas and professional qualifications required for the salaried activity concerned
- ☐ Certificate of social security affiliation from the country of origin, issued by the sending country, or valid health insurance covering the period of the transfer to Luxembourg (certificate of coverage, form A1)
- ☐ Criminal record extract from the country of current residence, issued less than three months ago, or a sworn affidavit if obtaining such an extract is duly justified as impossible



- 
- ☐ Proof that the host entity established in Luxembourg and the sending company established in a third country belong to the same company or the same group of companies
- 
- ☐ Valid residence permit issued by another EU Member State, if the applicant has previously resided in the Schengen area.
- 

#### Optional documents

- 
- ☐ Proof of professional experience (e.g. work certificates)
- 
- ☐ Proof that the employer holds a valid business establishment authorisation in Luxembourg
-