

INTRA COMPANY TRANSFER PERMIT PROCESS MAP

STEP 11: RESIDENCE PERMIT

The applicant must come personally to get his/her residence permit at the Immigration Directorate a few days after the biometric data appointment. Once the residence permit is obtained, the applicant must return to their local municipality ("Administration communale") to receive a residence certificate ("Certificat de résidence").

STEP 10: BIOMETRICS APPOINTMENT

The Immigration Directorate will send the applicant a letter with appointment details to present himself/herself personally at their counters with his/her valid passport, for the biometric data (photo and fingerprints) to be taken. This data will be incorporated in the residence permit. Once this is completed the applicant will be given a date to collect their residence permit.

STEP 9: RESIDENCE PERMIT APPLICATION

EU ICT residence permits must be applied for at the Immigration Directorate of the Ministry of Foreign Affairs government administrative office (Préfecture) within 90 days of arrival in Luxembourg.

Processing time: 4-6 weeks

STEP 8: IMMIGRATION MEDICAL

The applicant must take a medical examination with a general doctor established in Luxembourg and authorized to work as such. Then, he/she has to take a tuberculosis test at the Ligue médico-sociale. These results will be sent to the Ministry of Health who will inform the Immigration Directorate if the medical conditions are fulfilled in order to obtain a residence permit for Luxembourg.

STEP 7: DECLARATION OF ARRIVAL

A declaration of arrival must be completed within three working days of the applicant's arrival. The receipt together with the temporary authorization to stay (and visa if applicable) will act as residence permission up to the issuance of the residence permit. The applicant can begin working after this step.

STEP 6: SOCIAL IDENTIFICATION BADGE

The person making the declaration may order the social identification badge online after the online declaration is made. Collection will be at one of the Labor Inspection (ITM) offices.

STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal and corporate documents. FGI reviews and reverts with feedback, missing information, etc.

STEP 2: TEMPORARY AUTHORIZATION APPLICATION

A temporary authorization to stay and a collective secondment authorization will need to be filed with the Immigration Directorate of the Ministry of Foreign Affairs. The application needs to be submitted and favourably advised before the entry to the Luxembourg territory. An application submitted after arrival is inadmissible. Processing time: 2-3 months

STEP 3: VISA APPLICATION

Once approved, the applicant will receive a temporary authorization to stay to use for the D visa application. The application for the Schengen D visa must be submitted to the diplomatic post in the applicant's country of residence as indicated on the original permit application form. Processing time 1-4 weeks

STEP 4: ENTRY TO LUXEMBOURG

The applicant (and family) may now enter Luxembourg with their passports and Type D visas, which should be stamped on entry at the port of entry.

STEP 5: POSTED WORKER NOTIFICATION

The sending employer must create an online account on the dedicated government platform and declare each assignee separately, no later than the first day of the assignment. Processing time: 1 day

