

## **LUXEMBOURG**

**Application for a Schengen visa for the purpose of a business trip or conference or a cultural or sport event**

### **Documentation to be submitted**

- 1. A completed and signed Schengen visa application form.**
- 2. One passport-size photograph according to ICAO standards** and not older than 3 months. If the photo is not up to standard it will be rejected.
- 3. Passport or other travel document.**
  - **Copy of the personal details page of the passport/travel document and of the pages having entry/exit stamps on them.**
  - **Copy of previously issued Schengen visas.**

**Please note:**

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
  - It must have at least 2 empty visa pages.
  - It cannot have been issued more than 10 years ago.
- 4. Evidence of legal residence in the country you are applying from,** e.g. a passport, visa or residence permit.
  - 5. Travel itinerary (travel reservations in your name, not a ticket).**  
Note: make travel reservations which you can cancel.
  - 6. Documents proving your visit relates to business or a cultural or sporting event.**
    - A hotel reservation if you are staying in a hotel.
    - An invitation from the company or event you intend to visit in Luxembourg.
    - A document from your employer stating your job and the purpose of your visit.

It must be clear from the above documents who is paying your travel expenses and where you will be staying during your visit.

If you are self-employed, please provide your tax number, business license or a copy of your income tax return.

**7. Proof of financial means.**

- Pay slip/pay stub covering 3 month's salary or, if unemployed, 3 recent monthly bank statements.

**8. Proof of health insurance, i.e. an official document from your insurer proving that:**

- The insurance policy has been taken out in your name.
- Your insurance is valid throughout the Schengen area and for the duration of your visit.
- At least 30.000 EUR of medical costs are reimbursed.
- Medical costs, including hospital care, emergency treatment and repatriation (including in the event of death) are covered.

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical cover for this trip with one that does.

**9. Documents proving that you will return to your own country after your trip.**

For example:

- A declaration from your employer, an employment contract or other information proving you are employed in your country of origin.
- A document proving you are in education or training in your country of origin.
- A document proving your children attend school in your country of origin.
- A document proving you have a home or other immovable property in your country of origin.

**10. If you are applying for a Schengen visa for a minor who will be travelling alone or with 1 parent, please submit the following documents:**

- A copy of the minor's birth certificate.
- A copy of an identity document bearing the parents' signature (1 document for each parent).
- A declaration of consent from both parents, stating that the minor can travel.
- If relevant: a court judgement stating which parent has been allocated parental responsibility for the minor.
- If relevant: a declaration from the minor's school consenting to their absence.

**IMPORTANT:**

Additional documents can be requested in every case. Please be aware that if not all documents are submitted, processing of your application will be delayed.