

49°36'N 6°7'E



YOU ARE
HERE

FOREIGN RESEARCHER'S GUIDE TO

LUXEMBOURG



FOREWORD

François Biltgen

Minister of Higher Education and Research

**DEAR
RESEARCHER,
WELCOME TO
LUXEMBOURG!**

Luxembourg is known for its strong financial sector but less for its findings in research. Acknowledging the fact that the most important developments in the public research domain in Luxembourg took place only at the turn of this century, it is hence understandable that Luxembourg has work to do to build a reputation in research.

The vast potential a well developed research system can have on the economic development of a country has certainly been recognised by Luxembourg's government. The recent law on funding for PhD and post-doctoral candidates gives a clear political signal in this direction. It rates among the most attractive schemes in place in Europe by offering proper employment contracts, including full social security and pension, to the beneficiaries.

This favourable employment framework is matched by sustained financial support of the research institutions. These investments have created state-of-the-art research and training facilities for which international evaluators repeatedly congratulate us.

Attractive working conditions are certainly an important element for building a fulfilling career. However, further elements need to be in place to prevent Europe from losing its research talents to other areas of the planet. In 2009, my Portuguese colleague José Mariano Gago and I proposed concrete political actions aiming at attracting and retaining highly qualified human resources in science and technology in Europe. The EU Competitiveness Council adopted the "Gago-Biltgen paper" as an implementation guide for the "European partnership to improve the attractiveness of RTD careers and the conditions for mobility of researchers in Europe".

However, these initiatives and actions cannot bear fruit if they are not communicated properly to the right people. Hence, I am proud to present this publication, edited by the EURAXESS Services Centre Luxembourg and co-financed by the European Commission, which will guide researchers from all over the world who wish to work in Luxembourg.

The aim is to make your mobility experience as easy as possible, by presenting an overview of the legal framework in matters such as employment, entry conditions, taxation, social security, health care, as well as to provide information on accommodation and daily life, so that you can get the most from Luxembourg's research landscape.

I wish you an exciting and productive time here in Luxembourg!



5
PAGE

ABOUT LUXEMBOURG

- 6** GEOGRAPHY
- 8** HISTORY
- 10** ECONOMY
- 11** POLITICAL SYSTEM
- 12** POPULATION
- 13** LANGUAGES
- 14** CLIMATE
- 14** TIME ZONE
- 15** RELIGION
- 16** GASTRONOMY
- 18** TRANSPORT
- 20** NATIONAL HOLIDAYS



21
PAGE

THE RESEARCH LANDSCAPE IN LUXEMBOURG

- 22** POLICY AND STRATEGY
- 24** INTELLECTUAL PROPERTY RIGHTS
- 26** FUNDING
- 31** KEY ACTORS

35
PAGE

PRACTICAL INFORMATION

- 36** ARRIVAL CHECK LIST
- 38** VISA, ENTRY AND RESIDENCE PERMIT
- 50** ARRIVAL IN LUXEMBOURG
- 52** DRIVING
- 54** LIVING IN LUXEMBOURG
- 58** BANKING
- 59** CURRENCY
- 60** TAXATION
- 61** SOCIAL SECURITY
- 62** HEALTH
- 64** FINDING A JOB FOR YOUR PARTNER
- 68** FAMILY ALLOWANCES
- 72** EDUCATION
- 74** PENSION RIGHTS
- 76** LANGUAGE COURSES
- 77** LEISURE: SHOPPING, CULTURE AND SPORTS
- 80** GLOSSARY

81
PAGE

EURAXESS LUXEMBOURG

- 82** THE INITIATIVE
- 83** THE EURAXESS LUXEMBOURG NETWORK
- 84** EURAXESS LOCAL CONTACT POINTS



ONS HEEMECHT

National anthem of Luxembourg

Michel Lentz, 1859



Where the Alzette slowly flows,
The Sauer plays wild pranks,
Where fragrant vineyards amply grow
On the Moselle's banks;
There lies the land for which we would
Dare everything down here,
Our own, our native land which ranks
Deeply in our hearts.

O Thou above whose powerful hand
Makes States or lays them low,
Protect this Luxembourg land
From foreign yoke and woe.
Your spirit of liberty bestow
On us now as of yore.
Let Freedom's sun in glory glow
For now and evermore.

(Poetic translation by Nicholas Weydert)

**Wou d'Uelzecht durech d'Wisen zéit,
Duerch d'Fielsen d'Sauer brécht.
Wou d'Rief laanscht d'Musel dofteg bléit,
Den Himmel Wäin ons mëcht.
Dat as onst Land, fir dat mir géif,
Heinidden alles won.
Ons Heemechtsland, dat mir sou déif
An onsen Hierzer dron.**

**O Du do uewen, deem séng Hand
Duurch d'Welt d'Natioune leet.
Behitt Du d'Lëtzebuerger Land
Vru friemem Joch a Leed!
Du hues ons all als Kanner schon
de fräie Geescht jo gin.
Looss viru blénken d'Fräiheetssonn
déi mir sou laang gesin.**



ABOUT LUXEMBOURG

**THE RESEARCH LANDSCAPE
IN LUXEMBOURG**

**PRACTICAL INFORMATION
EURAXESS LUXEMBOURG**

5





GEOGRAPHY

Luxembourg is extremely well situated in the centre of Europe, between Germany, France and Belgium, and easily reachable by rail, road and air.

Geologically, Luxembourg is divided into two distinct regions. If you travel north, you will find yourself in the 'Oesling', which is a hilly and wooded part of the Ardennes region with medieval castles lining its rivers and valleys. Going south from here, the landscape is in complete contrast and you will end up in a far more densely populated area which is called the 'Gutland'. This is where you will find Luxembourg City, the European institutions, and all the major financial and banking institutions, industries and research establishments.

As far as the main research centres are concerned, these are located in the two largest cities. With its population of about 94,000, Luxembourg City is the largest, and down in the south, Esch/Alzette, the second largest (+/-30,000). The major industries that have contributed to the country's wealth over the past centuries are also based here.

The new Belval centre development, also close to Esch/Alzette, will house the '*Cité des Sciences*', or Science Park. With construction started in 2004, this centre will see the daylight progressively on an obsolete industrial zone, as part of a 20-year government redevelopment plan that includes 25 different projects. The '*Cité des Sciences*', currently houses some of the faculties of the University of Luxembourg as well as three public research centres (CRP Gabriel Lippmann, CRP Henri Tudor and CEPS/INSTEAD - Centre for Studies on Populations, Poverty and Socio-Economic Policies). According to current estimates, all University faculties will have moved to the '*Cité des Sciences*' by 2015. Many service-sector companies have already set up their operations there.





SOME INTERESTING

FACTS

Length	82 km (51 miles) north to south
Width	57 km (35 miles) east to west
Borders	Eastern: Our, Sûre and Moselle rivers border Germany Southern: France Western and northern: Belgium
Total border length	359 km (223 miles)
Altitude	402 m (0.24 miles)
Districts	3: Diekirch, Grevenmacher, Luxembourg
Cantons	12: Capellen, Clervaux, Diekirch, Echternach, Esch/Alzette, Grevenmacher, Luxembourg, Mersch, Redange, Remich, Vianden, Wiltz
Communes	106

**LUXEMBOURG
IS EXTREMELY
WELL SITUATED**
IN THE CENTRE
OF EUROPE,
BETWEEN
GERMANY,
FRANCE AND
BELGIUM,
AND EASILY
REACHABLE BY
RAIL, ROAD AND
AIR.



HISTORY

Luxembourg is the world's only sovereign Grand Duchy, one of several oddities in its long history. The country's very existence in the 21st century can actually be traced back to the year 963, when Count Siegfried of the Ardennes decided to build Lucilinburhuc Castle on a rock he had recently acquired. You can visit the remains of Lucilinburhuc castle on the Bock rock, in downtown Luxembourg.

The location of the castle was of strategic importance, overseeing trade routes between Western and Eastern Europe. It quickly grew into a major fortress soon to be called the '**Gibraltar of the North**'. Territories surrounding it were gradually assimilated turning the city fortress into an independent Duchy by the 14th century.

Luxembourg changed hands several times over the centuries, with European powers (Burgundy, Spain, Austria, France, Prussia) fighting for control of its fortress. Wedged between the German Empire and the French Kingdom, and thanks to its massive fortress, the Duchy of Luxembourg was virtually assured of never being annexed by either. Instead, it remained a pawn in the strategic game being played out between Europe's major capitals until 1867, when the fortress was flattened following a near war between the German and French Empires.

The Duchy of Luxembourg became a Grand Duchy in 1815, before gaining its independence in 1839. Having lost its strategic military importance, the country quickly entered the industrial age with the development of the steel industry. Following World War II and the slow but steady decline of the steel industry, the development of the banking sector was encouraged. The financial sector remains Luxembourg's main economic asset today, as is clearly visible when you take a walk through the streets of Luxembourg City or Kirchberg. **Luxembourg is one of six founding members of the European Union, which was established in 1951 as the European Coal and Steel Community.** The town of Schengen, on the border with France and Germany, is also situated in Luxembourg. Schengen has, of course, gained worldwide fame for hosting the signing ceremony of the Schengen Agreement in 1985. The ensuing Schengen Area operates very much like a single state for international travel, with external border controls for people travelling in and out of the area, but with no internal border controls.

Recently Luxembourg has expanded and invested into emerging technologies and innovation. **The government is also actively supporting research to further diversify the country's economy.**

A photograph of the Luxembourg Chamber of Deputies building at night. The building is a grand, historic structure with many windows, some of which are illuminated from within. The facade is lit up with warm yellow lights. In the foreground, there are several flagpoles with flags, and a set of stairs leading up to the entrance. The sky is a deep blue.

THE GOVERNMENT IS ALSO
ACTIVELY **SUPPORTING**
RESEARCH TO FURTHER
DIVERSIFY THE COUNTRY'S
ECONOMY.



ECONOMY

Luxembourg is renowned for its stability, high standard of living, outstanding multilingual workforce, ideal business infrastructures and attractive legal and fiscal framework.

Over the past few years, the Government has focused on supporting emerging and innovative activities, including information and communication technologies (ICT), e-commerce, media, logistics, and environment and health technologies. As a result, many international corporations are setting up their European operations in Luxembourg, following in the path of eBay, Skype, Amazon, Netflix, Innova, etc. who are already present.

Research and development (R&D) are heavily funded and supported by the Government, with **private R&D at about 1.5% of GDP** and an R&D intensity of **between 2.3% and 2.6% of GDP before 2020**. Apart from production units, companies such as DuPont de Nemours, Novelis/Hindalco, Ceratizit, IEE, ArcelorMittal, SES and Paul Wurth all have R&D activities based in Luxembourg too.

It is also worth noting that **Luxembourg exports 80% of its production, most of it to other EU Member States.**



**INVESTMENTS
MADE BY
THE STATE:**
INDUSTRY,
FINANCE,
NEW TECHNOLOGY,
INNOVATION,
RESEARCH.



POLITICAL SYSTEM

The Grand Duchy of Luxembourg is a representative democracy in the form of a constitutional monarchy, with a hereditary crown that belongs to the house of Nassau. The Grand Duke is its head of state.

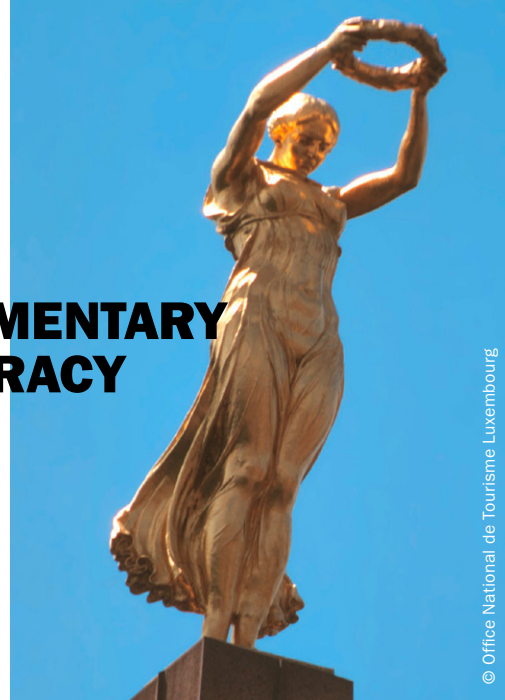
As in other parliamentary democracies, the three branches of power (executive, legislative and judicial) are strictly separated. The executive power rests with the Grand Duke represented by his government. Being a constitutional monarchy, the Grand Duke's role is largely symbolic. Legislative power is handled by the Chamber of Deputies, a single-chamber parliament whose members are elected every five years. The judicial power, which is completely independent from the two other branches, is exercised by courts at different judicial levels.

The elective system in the Grand Duchy is based on proportional representation. Consequently, Luxembourg's governments are often the result of coalitions between the three major political parties — the Christian Social People's Party (CSV), the Socialists (LSAP) and the Liberals (DP). However in recent polls, a fourth political force seems to be on the rise, the Greens (Déi Gréng).

PARLIAMENTARY DEMOCRACY

POLITICAL SYSTEM

Official designation	Grand Duchy of Luxembourg
Form of government	Representative democracy in the form of a constitutional monarchy
Head of state	H.R.H. Grand Duke Henri
Head of government	Prime Minister

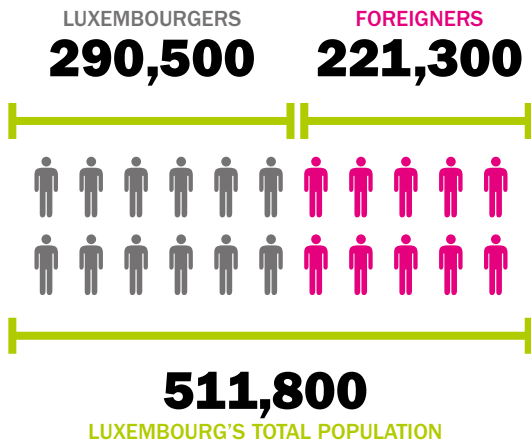


© Office National de Tourisme Luxembourg



POPULATION

With a population of 511,800 **Luxembourg is one of the world's most culturally diverse societies**. Whenever you are out and about in Luxembourg, chances are you will come across several of the **150 nationalities who live here**. In Luxembourg City, some 65% of the inhabitants are foreigners.



POPULATION

Luxembourgers	290,500
Portuguese	81,300
French	31,000
Italian	17,700
Belgian	17,000
German	12,100
British	5,600
Netherlands	3,800
Other EU countries	21,700
Other	31,100
TOTAL POPULATION	511,800

Source: Statec, Luxembourg in figures, September 2011

LANGUAGES

National language: Luxembourgish (Lëtzebuergesch).

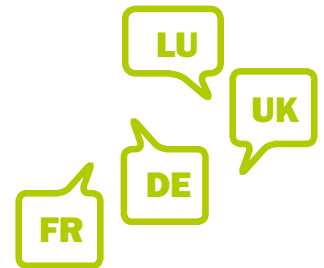
Administrative languages: French, German and Luxembourgish.

French is used in legislation, while **Luxembourgish**, **German** and **French** are used in administrations and for legal matters.



HOWEVER, WITH SO MANY FOREIGNERS LIVING IN LUXEMBOURG, IT IS NOT SURPRISING THAT MOST LOCALS ALSO SPEAK ENGLISH FLUENTLY.

YOU WILL NOT HAVE MUCH TROUBLE COMMUNICATING IN THE LANGUAGE OF SHAKESPEARE.





CLIMATE

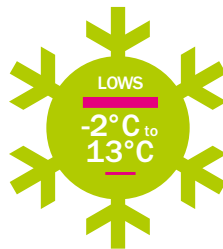
Like most of Western Europe, Luxembourg has a **moderate climate**. The seasons are characterised by cool summers and cold, cloudy and humid winters.

A nice time of the year to visit is **spring (May to June)** and **autumn (September to October)**, when Luxembourg often experiences an 'Indian Summer'.

For the festive period at the end of the year, the weather can also become dry, cold or snowy.



HOTTEST
MONTH: JULY



COLDEST
MONTH: JANUARY

TIME ZONE

GMT/UTC +1



14

ABOUT LUXEMBOURG



RELIGION

RELIGION

Roman Catholic	68.7%
Other religions	6.3%
No religion	24.9%

Source: EVS Luxembourg 2008, CEPS/INSTEAD

Luxembourg follows the Gregorian calendar, also known as the Western calendar, or Christian calendar.

Although Luxembourg is a secular state, **most religions are represented in the country.**

RELIGIOUS INFORMATION

www.religion.lu



15





GASTRONOMY

Luxembourg boasts an **impressive and varied range of restaurants**, which is not surprising, given its multiculturalism and location in Europe. You will discover all types, ranging from those serving local, Italian, French and Portuguese cuisine, to haute cuisine restaurants, including **13** which **received Michelin stars in 2011**.

Otherwise you can eat in one of the numerous international restaurants, serving dishes from all over the world, including (non-exhaustively) Chinese, Indian, Japanese, Thai, Mexican, etc.



TYPICAL LUXEMBOURGISH	DISHES
Bouneschlupp	Bean soup
letsebuli	Green pea soup
Ham, Fritten an Zalot	Smoked ham, French fries and salad
Féierstengszalot - Tête de veau	Meat salad – Calf's head
Kuddelfleck en sauce	Tripe in a sauce
Gromperenzalot mat Wirschtercher	Potato salad with sausages
Kniddelen mat Speck	Dumplings with Speck
Judd mat Gaardebounen	Neck of pork with broad beans, potatoes with bacon
Gromperekichelcher	Potato fritters



WINE PRODUCTION

Most vineyards are found on the banks of the river Moselle where they produce many quality: Rivaner, Elbling, Auxerrois, Riesling, Pinot blanc, Pinot gris, Chardonnay, Pinot noir and Gewürztraminer.

**In the 'Guide Hachette des vins 2012',
39 Luxembourgish wines were awarded stars.**

RESTAURANT OPENING TIMES

12.00 - 14.00 and
19.00 - 22.00

BEERS

Beer lovers will appreciate the local brews (mainly pils):
Bofferding, Battin, Diekirch, Mousel, Simon,
Beierhaascht, Ourdaller.

DIGESTIVES

These are brandies (very strong usually), distilled from local fruits such as plums, cherries and prunes.

PLACES TO EAT

www.explorator.lu
www.resto.lu





TRANSPORT



Luxembourg **public transportation is very well developed**, with an efficient and cheap rail and bus network, and a modern airport with excellent facilities.

AIRPORT

Luxembourg's airline, Luxair, has regular passenger services from/to the main European destinations.

Other airlines which also fly to Luxembourg are British Airways, KLM, Lufthansa, SAS, Swiss and TAP Portugal.

Findel Airport, about 6 kms away from Luxembourg City, is easily reachable by bus, car or taxi.

FLIGHT INFORMATION

www.lux-airport.lu
www.luxair.lu

MOTORWAYS

Getting around the country or travelling to nearby countries by car is no problem. Luxembourg has six modern motorways:

MOTORWAYS

A1	Luxembourg City	Germany (A64)	E44	36.2 km
A3	Luxembourg City	France (A31)		13.3 km
A4	Luxembourg City	Esch/Alzette		16.3 km
A6	Luxembourg City	Belgium (A4)	E25	20.8 km
A7	Luxembourg City	Clervaux		31.5 km
A13	Pétange	Germany (A8)	E29	42.3 km

SPEED LIMITS

On motorways, the speed limit is 130 km/h (81 mph), reduced to 110 km/h (68 mph) in rain. On main roads, speed is limited to 70 km/h (44 mph) or 90 km/h (56 mph). In towns it is 50 km/h (31 mph) and residential areas 30 km/h (19 mph).

PUBLIC TRANSPORT

www.cfl.lu
www.autobus.lu
www.vdl.lu

TRANSPORT PORTAL

www.mobiliteit.lu



RENTING A BICYCLE

*www.veloh.lu
**www.velok.lu

RAILWAYS

The national railway network covers most major towns and cities and there are **excellent international connections** to **Germany, Belgium, France** (TGV for Paris), **Switzerland** and **Italy**.

The journey from **Luxembourg City to Belval University railway station** is **only about 25 minutes**.

BUSES (LUXEMBOURG CITY)

You can travel anywhere on Luxembourg City's bus network for two hours, for only **1.50 EUR** or for frequent travel, buy a monthly or yearly pass.

Free buses

City Night Buses: Friday and Saturday nights from 21.30 to 3.30 every 15 minutes.

City Shopping Bus: Glacis carpark to the City centre.



LOCAL BUS AND COACH SERVICES (OTHER COMMUNES)

These operate in your commune and offer good connections to the City, e.g. railway station, airport. These buses also transport your children to schools.

The TICE in Esch/Alzette operates 15 bus lines in the south-east of the country.

CYCLING

Cycling in the city and surrounding suburbs has become increasingly popular for residents, not only as an ecological and economical way of getting to work but also as a healthy way to exercise or relax. **The city has invested heavily in an extensive network of cycle paths** which has grown considerably over the past few years, **so you can travel around easily, quickly and safely. This network also extends to bordering neighbourhoods.**

There are also special stands available at key locations where you can securely lock up your cycle.

If you do not own a bicycle, you can always rent one. Luxembourg* and Esch/Alzette both offer schemes to rent bikes cheaply by the hour.**



NATIONAL HOLIDAYS

PUBLIC HOLIDAYS

New Year's Day	1 January
Easter Monday	variable
Labour Day	1 May
Ascension Day	variable
Whit Monday	variable
Luxembourg National Holiday	23 June
Assumption Day	15 August
All Saints' Day	1 November
Christmas	25 December
Boxing Day	26 December

SCHOOL HOLIDAYS

Carnival holidays	1 week
Easter holidays	2 weeks
Whitsun holidays	1 week
Summer holidays	2 months
All Saints' Day holidays	1 week
Christmas holidays	2 weeks





ABOUT LUXEMBOURG

THE RESEARCH LANDSCAPE IN LUXEMBOURG

PRACTICAL INFORMATION

EURAXESS LUXEMBOURG



21





POLICY AND STRATEGY

Luxembourg is a dynamic country, where **research has become a central part of its policies, particularly since the Lisbon strategy and Barcelona target.**

As a result, **the Government has set a Research & Development (R&D) intensity of between 2.3% and 2.6% of GDP before 2020.**

Following a study by the Organisation for Economic Co-operation and Development (OECD) in 2005 on the strengths and weaknesses of the Luxembourg research system, the Government energetically pursued a national R&D policy and agenda. This resulted, for example, in the introduction of performance contracts in 2008 between the Government and:

- all public research centres
- Fonds National de la Recherche Luxembourg (FNR)
- Luxinnovation

The aim was to define an R&D strategy in the different institutions, by giving them a large degree of autonomy to define an implementation strategy and by measuring the outcome in terms of indicators that were commonly defined as goals.

Private R&D is about 1.5% of GDP. The aim is to broaden the effort from the more traditional sectors such as steel, to the new and emerging technologies, including automotive components, information and communication technology, logistics, health technologies, energy and environment.





**LUXEMBOURG IS A
DYNAMIC COUNTRY,
WHERE RESEARCH
HAS BECOME
A CENTRAL ISSUE**





INTELLECTUAL PROPERTY RIGHTS

REGULATION OF IPRS IN LUXEMBOURG

Trademarks and models & designs are registered with the Benelux Office for Intellectual Property (www.boip.int). These IPRs are regulated by the Benelux Convention:

- Law of 26 May 2006 relating to the approval of the Benelux Convention in terms of intellectual property (trademarks and designs or models)
- Regulation of 11 August 2006 of the Benelux Convention in terms of intellectual property (trademarks and designs or models)

Patent and copyrights (including related rights) depend on the Luxembourg legislation. They are regulated by the following law:

- Law of 11 August 2001 relating to patent
- Law of 18 April 2001 relating to copyright, related rights and database

IPRs are a complex legal issue and vary from country to country. You are advised to discuss all IPR details with your potential employer before signing any contract, and take professional advice if in doubt as to ownership of any potential patents or rights that may arise during your research employment in Luxembourg.

Main institutions manage IPRs

Luxembourg:

- **Intellectual Property Office (Ministry of Economy and Trade):** registration of patent
- **Benelux Office for Intellectual Property (BOIP):** registration of trademarks and design

Europe:

- **European Patent Office (EPO):** registration of patent
- **Office for Harmonization in the Internal Market (OHIM):** registration of trademarks and design

Worldwide:

- **World Intellectual Property Organization (WIPO):** registration of all IPRs





OTHER SUPPORT FOR IPRS IN LUXEMBOURG

- **Luxembourg Law of 5 June 2009:** provides the framework for contributing to the costs associated with the protection of technical industrial property and with innovation advisory and support services.
- **Luxembourg tax scheme (article 50bis of the L.I.R):** set up to encourage use of IPRs in SMEs. Under certain conditions, up to 80% of the net income generated by an IPR can be tax exempt.

For more information:

LUXINNOVATION
National Agency for
Innovation and Research
Tél. (+352) 4362 631
www.luxinnovation.lu





FUNDING

**THERE ARE THREE
MAIN TYPES OF
FUNDING AVAILABLE
IN LUXEMBOURG:
NATIONAL,
EUROPEAN AND
OTHER EXTERNAL
SOURCES.**

The type of funding available depends on the level of the researcher and their research field. National funding, as well as some European funding, such as Marie-Curie Fellowships, are handled by the “Fonds National de la Recherche” (FNR).

The European Commission also offers funding opportunities for both individual researchers and research institutions, under its FP7 programme. The Luxembourg national contact point (NCP) for participation in FP7 is Luxinnovation.



NATIONAL FUNDING

Several financial schemes have been set up to fund and support R&D and innovation activities in both the public and private sectors.

Public research

Public sector research is mainly funded by the Fonds National de la Recherche (FNR) through its various funding schemes.

FNR's two main funding schemes are the multiannual research programmes (where funding is exclusively targeting researchers based in Luxembourg institutions) **and the AFR grant scheme for doctoral and post-doctoral researchers, both in Luxembourg and abroad.**

These programmes are based on competitive funding and finance projects linked to research activities in Luxembourg. They also support graduate students and postdocs coming from abroad, in particular through grant-based work contracts under the AFR scheme. Additional support exists for outstanding researchers coming to Luxembourg to set up a research group, through the ATTRACT programme at junior level and through the PEARL programme at senior level.

Private sector research

Companies can also benefit from funding to finance their R&D and innovation. A specific support scheme from the Ministry of the Economy and Foreign Trade and Luxinnovation is in place and especially supports: experimental development, industrial research and fundamental research.

The FNR also supports PhD and postdoc level researchers for projects carried out in a private sector company (AFR-PPP scheme).

**THE FNR SUPPORTS
RESEARCHERS
ALL ALONG THEIR
CAREERS!**





LEVEL	NATIONAL FUNDING	CONTACT
First stage researcher (R1)	<ul style="list-style-type: none"> • AFR PhD Grants • FNR Support for Research Communication • FNR Support for Promoting Science to the Public 	www.fnr.lu/afr www.fnr.lu/rescom www.fnr.lu/rescom
Recognised researcher (R2)	<ul style="list-style-type: none"> • AFR Post-doc Grants • CORE Junior • ERCIM Grants in IT and Mathematics (www.ercim.org) • FNR Support for Research Communication • FNR Support for Promoting Science to the Public <hr/> <ul style="list-style-type: none"> • Marie-Curie Fellowships 	www.fnr.lu/afr www.fnr.lu/core www.fnr.lu/inter www.fnr.lu/rescom www.fnr.lu/rescom <hr/> www.luxinnovation.lu
Established researcher (R3)	<ul style="list-style-type: none"> • ATTRACT • FNR INTER Mobility Programme • CORE • INTER Related Calls • FNR Support for Research Communication • FNR Support for Promoting Science to the Public <hr/> <ul style="list-style-type: none"> • Marie-Curie Fellowships 	www.fnr.lu/attract www.fnr.lu/inter www.fnr.lu/core www.fnr.lu/inter www.fnr.lu/rescom www.fnr.lu/rescom <hr/> www.luxinnovation.lu
Leading researcher (R4)	<ul style="list-style-type: none"> • PEARL • FNR INTER Mobility Programme • CORE • INTER Related Calls • FNR Support for Research Communication • FNR Support for Promoting Science to the Public 	www.fnr.lu/pearl www.fnr.lu/inter www.fnr.lu/core www.fnr.lu/inter www.fnr.lu/rescom www.fnr.lu/rescom

Specific calls under the INTER scheme, mostly with thematic limitations, are regularly launched for various categories of researchers (mainly at R3 or R4 levels).

Information can be obtained on the FNR website www.fnr.lu under the section “open calls” (www.fnr.lu/calls).





EU funding and others

Several European programmes exist to promote transnational collaboration and enhance European potential in the field of research:

EU FUNDING AND OTHERS



FP7
Seventh European Framework
Programme for Research and
Technological Development

www.cordis.europa.eu/fp7



ESA
European Space Agency

www.esa.int



EUREKA
Intergovernmental Initiative

www.eurekanetwork.org



COST
Intergovernmental Network

www.cost.eu



CIP
Competitiveness and Innovation
Framework Programme

www.ec.europa.eu/cip



Eurostars

www.eurostars-eureka.eu



AAL
Ambient Assisted Living

www.aal-europe.eu



ERDF
European Regional Development Fund

www.innovation.public.lu/en/financer-projets/programmes-europeens/feder



Certain countries offer grants and scholarships to researchers through their embassies to carry out research in Luxembourg, such as the Fulbright scholarships for US citizens

www.fulbright.state.gov





KEY ACTORS

There are several key actors who contribute to R&D and innovation in Luxembourg.

GOVERNMENT BODIES

Three ministries are actively involved in defining and implementing policies relating to R&D and innovation:



THE GOVERNMENT
OF THE GRAND DUCHY OF LUXEMBOURG
Ministry of the Economy and Foreign Trade



THE GOVERNMENT
OF THE GRAND DUCHY OF LUXEMBOURG
*Ministry of Small and Medium-sized Businesses
and Tourism*



THE GOVERNMENT OF
THE GRAND DUCHY OF LUXEMBOURG
Ministry of Higher Education and Research



Fonds National de la
Recherche Luxembourg

The “Fonds National de la Recherche” (FNR) is in charge of supporting and promoting public research in Luxembourg, in order to improve the competitiveness and visibility of public research at international level.



Luxinnovation is an agency which offers advice and personalised support to all R&D actors. It is part of Europe's main R&D and innovation networks and advises the government on research-related policies.

www.fnr.lu
www.luxinnovation.lu



PUBLIC RESEARCH ACTORS

A number of public research organisations carry out research activities in Luxembourg, including:

PUBLIC RESEARCH ACTORS



Public Research Centre – CRP Santé

Coordinates and organises research development and studies in health, medicine and human biology, carried out by six research units:

- virology, allergology and immunity
- immunology
- oncology
- cardiovascular disease
- public health
- epidemiology and clinical investigation

www.crp-sante.lu



Public Research Centre – CRP Gabriel Lippmann

Applied scientific research and technological development, as well as technology transfer and continuous high-level training. The areas of expertise include:

- innovative materials technology, particularly nanotechnology, instrumental development and surface treatment
- cooperative IT based on NTIC, e-commerce and knowledge management

www.crppl.lu



Public Research Centre Henri Tudor (CRP Henri Tudor)

The leading public research employer in Luxembourg offers researchers and PhD students a challenging work environment and the opportunity to participate in the development of its activities in:

- advanced materials technologies
- environmental technologies
- health care technologies
- information and communication technologies (ICT)
- business organisation and management

www.tudor.lu



University of Luxembourg

Its main missions are fundamental and applied research as well as teaching, with three faculties dedicated to:

- sciences and technology
- law
- economy and finance
- languages and literature
- human sciences and educational sciences

www.uni.lu





CEPS/INSTEAD

is a multi-disciplinary research institute organised around three core themes:

- population and employment
- geography and development
- enterprises and industrial organisations

Its international research staff is composed of social policy analysts, economists, sociologists, statisticians, psychologists and geographers.

www.ceps.lu



Virtual Resource Centre for Knowledge about Europe (CVCE)

The CVCE is a multidisciplinary research and documentation centre dedicated to the history of Europe's construction and integration. Its mission is to create, share and promote knowledge through an innovative digital approach using ICTs.

www.cvce.lu



National Museum of Natural History (MNHN)

Established in 1982, the Scientific Research Centre of the MNHN undertakes research in natural heritage and its conservation. Research activities include:

- botany
- ecology
- geology-mineralogy
- geophysics-astrophysics
- paleontology
- population biology
- vertebrate and invertebrate zoology

www.mnhn.lu



Integrated Biobank of Luxembourg (IBBL)

IBBL is an independent, not-for-profit biobanking and biotechnology foundation designed to facilitate new, high-quality medical research in Luxembourg and to bring the next generation of healthcare to its citizens.

- sample collection
- sample storage
- sample processing
- sample testing
- biospecimen research

www.ibbl.lu





CHAMBERS AND PROFESSIONAL FEDERATIONS

The Chambers and professional federations represent companies and businesses based in Luxembourg. They look after the interests of their members but also aim to promote R&D and innovation-related activities:

CHAMBERS AND PROFESSIONAL FEDERATIONS



Chamber of Commerce

Represents all businesses except skilled crafts and agriculture on all economic-related matters.

www.cc.lu



Chamber of Trade

Represents and defends the interests of skilled trades and crafts.

www.cdm.lu



Fédération des Artisans

Defends the interests of tradesmen in Luxembourg.

www.fda.lu



Fedil

(Business Federation Luxembourg)

Multisectoral business federation representing the industry, construction and business services sectors and defends the professional interests of its members and analyses all economic, social and industrial issues.

www.fedil.lu



CLC

(Luxembourg Trade Confederation)

Parent organisation of professional federations in the commercial, transport and services sectors.

www.clc.lu

If you would like to set up a partnership or collaboration, the following link will give you all the information you may need on public research units and innovative enterprises that have R&D and innovation activities located in Luxembourg:

www.innovation.public.lu/en/collaborations/trouver-partenaires





**ABOUT LUXEMBOURG
THE RESEARCH LANDSCAPE
IN LUXEMBOURG**

PRACTICAL INFORMATION

EURAXESS LUXEMBOURG



ENTERING AND RESIDING IN LUXEMBOURG



ARRIVAL CHECK LIST

These lists will help you keep track of what not to forget when coming to Luxembourg.

BEFORE LEAVING

- ☐ **1.** Check the validity of your **passport/identity card**.
- ☐ **2.** Check your **entry and residence conditions**.
If necessary, obtain a **visa and a residence permit for researcher**.
- ☐ **3.** To avoid extra expenses, only **book your flight** once you know the first working day of your employment.
- ☐ **4.** Check your **health insurance** cover with your new employer. If necessary, obtain the European health insurance card or private health insurance.
- ☐ **5.** Check with your **local tax authority** whether you need a certificate proving your tax payer status.
- ☐ **6.** If accompanied by your children, bring their **school reports**.
- ☐ **7.** Look for **accommodation**. **Book your hotel or if renting**, book appointments with the estate agent/proprietor beforehand.
- ☐ **8.** Contact your **bank** to open an account, so you can transfer money and obtain a bank guarantee for renting accommodation.





IMPORTANT
Please follow this
order strictly to avoid
any problems!

UPON ARRIVAL

As soon as possible

- ☐ **1.** Register your arrival with your local commune (**declaration of arrival**) within:
 - **3 days of arrival for all non-EU citizens**;
 - **8 days for EU citizens** staying for more than 3 months;
- ☐ **2.** Register children at their **school**.
- ☐ **3.** Finalise your **bank account** and order credit/debit cards.

Within 3 months

- ☐ **1.** Apply for your residence permit.
- ☐ **2.** Register your vehicle.

Within one year

- ☐ **1.** After 6 months but within 1 year, apply for a Luxembourg driving licence if you have a current non-EU licence.





VISA, ENTRY AND RESIDENCE PERMIT

The entry, residence and work permit procedure for Luxembourg is fairly simple. All you need to do is to follow it step by step, regardless of whether you are a citizen of the European Union, an EEA country, Switzerland or a non-EU member state.

The **four starting criteria** are:

- **nationality;**
- **marital status;**
- **purpose of stay and;**
- **duration of the stay.**

The table on the next page highlights the steps to follow enabling you to closely monitor the progress of your application. It is essential to stick to this procedure to settle comfortably and quickly.

The **human resources departments of your host institutions can also help you** in your application. Always stick to their expert instructions.

Here are a few tips that can save you some valuable time:

- Always **be clear and accurate** on your situation with the HR contact person in your institution. Are you coming on **your own or with your family?** (see **17**) When will you really be available and able to start working in Luxembourg?
- Be responsive and conscientious:
 - **respond promptly** to requests from your host institution;
 - **compile your file** as soon as possible, while being mindful to accurately provide the documents requested from you;
 - remember that **only complete applications will be processed.**

YOU ARE A
NON-EU RESEARCHER

Find advantages for
you and your family

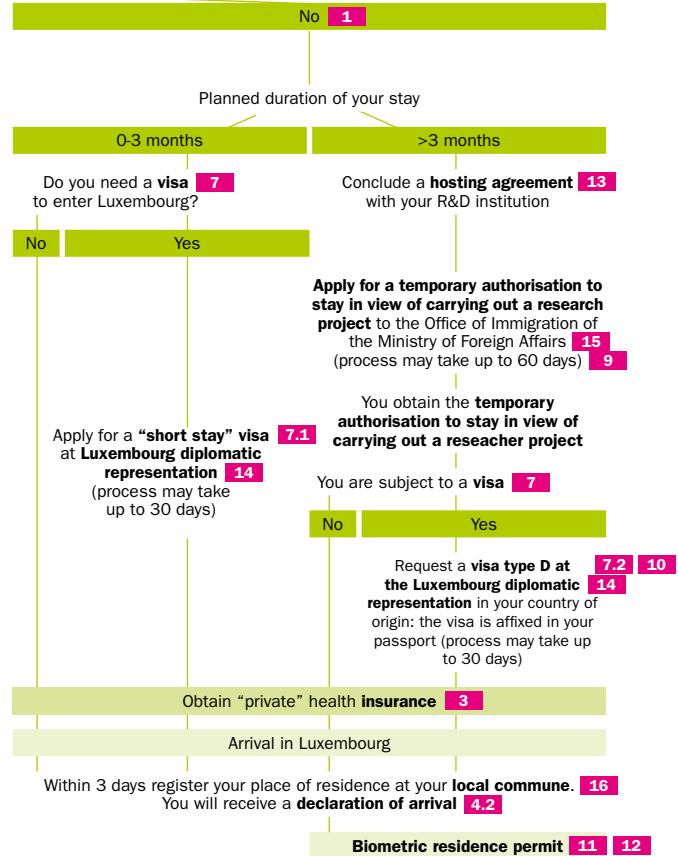
Apply in 4 steps! **8**





ARE YOU A CITIZEN OF THE EU, EEA OR SWITZERLAND?

(THE NUMBERS BELOW ARE REFERENCED IN THE FOLLOWING PAGES)



PLEASE NOTE THAT ALL OFFICIAL DOCUMENTS WHICH ARE NOT IN GERMAN, FRENCH OR ENGLISH MUST BE ACCOMPANIED BY A SWORN TRANSLATION.





REFERENCES

1 EU, EEA & Switzerland: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom, Iceland, Norway, Liechtenstein and Switzerland.
Third countries: They include all the countries not included in the list above.

2 EU, EEA & Swiss national: You are free to enter, stay and work in Luxembourg. All you need to do is bring a valid ID card or passport, regardless of the length of your stay.
Bulgarian and Romanian researchers are exempted of a **work** permit. The request for the exemption of the work permit has to be submitted to the Ministry of Foreign Affairs and Immigration in Luxembourg.

3 Health insurance: EU, EEA & Swiss nationals have to apply for a European Health Insurance Card (EHIC) in their home country before travelling to Luxembourg.
Third country nationals who cannot apply for an EHIC must obtain private health insurance for the duration of their stay. Please **check with your host institution** that the insurance you have subscribed to covers all of the requirements necessary to enter Luxembourg. List of major insurance companies in Luxembourg: AXA, baloise, foyer, lalux, vivium, etc.
Find your insurance company on www.editus.lu

4 Declaration of arrival:

4.1 EU, EEA, Swiss nationals

Application:

- at your local commune within 8 days of your arrival

Documents required:

- ☐ valid ID card or passport;
- ☐ marriage certificate or family record book;
- ☐ children birth certificates or family record book.

A copy of the declaration will be issued as receipt.

4.2 Third country nationals

Application:

- at your local commune within 3 days of your arrival

Documents required:

- ☐ valid passport with visa;
- ☐ marriage certificate or family record book;
- ☐ children birth certificates or family record book.

For stays over 3 months:

- The original authorisation to stay issued by the Minister (called residence permit or AST) for third country nationals.

A copy of the declaration will be issued as receipt.

Possession of the receipt and AST provides proof of legal residence until the biometric residence permit is issued.





5

Registration attestation for EU, EEA & Swiss

nationals: EU, EEA & Swiss nationals must apply for an 'attestation d'enregistrement d'un citoyen de l'Union' with their local commune within 3 months of arrival. The registration attestation is issued upon submission of:

- ☐ a valid ID (identity card or passport);
- ☐ an employment contract (signed and dated by the two parties) OR an employment confirmation (signed and dated) issued by the future employer or a hosting agreement;
- ☐ the exemption of the work permit for Bulgarian and Romanian citizens.

6

Sworn translation: If the documents are not

drawn up in German, French or English, they must be accompanied by a sworn translation. A sworn translation consists of the original text, the translated text and a statement signed by the translator or translation company's representative, with their signature notarised by a Notary Public, attesting that they believe the translated text is an accurate and complete translation of the original text.

7

Visa: As a general rule, EU, EEA & Swiss nationals do not need a visa. **Third country national** however may need to apply for different visa types. For a comprehensive **list of countries requiring a visa**, please visit www.mae.lu/en/content/view/full/14465 or contact the local Luxembourg diplomatic or consular mission (see **13**).

Visa fees: Depending on the type, the cost of a visa can range from 35 EUR to 60 EUR. However, **fees are waived for researchers** from third countries travelling within the EU for the purpose of carrying out scientific research. For additional information on visa fees, please visit www.mae.lu/en/content/view/full/15414

7.1

Short-stay visa (Type C): This visa allows entry into the Schengen territory **for a maximum uninterrupted stay of 90 days** over a period of six months. The visa can be issued for single or multiple entries. In the event of multiple entries, the total duration of the different stays spent in the Schengen area cannot exceed 90 days over a period of six months.

The Schengen visa is **a short stay visa for business, tourist visits, family visits, etc.**





How to apply for a short-stay visa (Type C)?

You should apply for a Schengen visa at the Embassy or Consulate of Luxembourg, if Luxembourg is the principal destination of your visit. **Before travelling and leaving your country of origin**, you must complete the **Schengen visa application form** and take it in person to a **Luxembourg diplomatic or consular mission** (see **14**).

The visa application (2 copies) must be accompanied by the following documents:

- ☐ 2 recent **identical passport photos** (45x35 mm, full face with the face uncovered and the head at least 20 mm in height);
- ☐ a **passport or a travel document** accepted by the Schengen countries, valid for a period which exceeds the validity period of the visa applied for by at least 3 months;
- **supporting documents** associated with the purpose of the journey:
 - ☐ official letter of **invitation**;
 - ☐ legalised **affidavit of support** from the host in Luxembourg;
 - ☐ a **hotel reservation**;
 - ☐ return **airline ticket**;
 - ☐ proof of **sufficient means of subsistence** (bank account statements, cash, credit cards, etc.);
 - ☐ proof of **legal residence** in the normal country of residence;
 - ☐ **health insurance** covering the travel period.

For additional information on the Schengen visa, please visit: www.mae.lu/en/Site-MAE/Visas-Passports/Advice-to-travellers-Travel-documents-Visas/To-come-to-Luxembourg/Schengen-Visa-Information

For additional information on how to apply for a Type C visa, please visit: www.guichet.public.lu/en/entreprises/ressources-humaines/mobilite-personnel/mobilite-vers-luxembourg/moins-3-mois-ressortissant-pays-tiers

7.2

Long-stay visa type D: Third country nationals who are subject to a visa obligation and wish to stay in Luxembourg **for more than 3 months** must apply for a **long-stay visa type D**. **If you are a researcher from a third country and you need a visa, the temporary authorisation to stay will facilitate the visa procedure** (see **8** below).





8

The **'authorisation to stay'** is available for **researchers in public and private organisations**.

Students are not eligible (if you are PhD student / candidate please check the procedure with the HR department of your hosting institution).

A **researcher** is defined as a **third country national holding an appropriate higher education qualification** which gives access to doctoral programmes, and who is selected by a research organisation to carry out a research project for which the above qualification is normally required.

What are the advantages of an authorisation to stay in view of carrying out a research project.

1. **shorter processing period** (60 instead of 90 days);
2. **work permit is not required;**
3. **family members** can also apply for a long-term residence permit from their country of origin (if applying together with the researcher, the processing time should be the same) (see **17.3**).

You have to undertake 4 STEPS

STEP 1 - apply for a **residence permit for carrying out a research project** (see **9**).

STEP 2 - apply for a **long-term visa** if applicable (see **10**).

STEP 3 - make a **declaration of arrival** - within 3 working days from the date of arrival in Luxembourg (see **4.2**).

STEP 4 - apply for your **biometric residence permit** - within a 3 month period (see **11**).





9

How can you obtain a long-term visa/temporary authorisation to stay in view of carrying out a research project '*autorisation de séjour pour mener un projet de recherche*'?

Third country nationals wishing to stay and work in Luxembourg **for more than 3 months** need to apply to the Minister of Immigration, Direction de l'Immigration, B.P 752, L-2017 Luxembourg, **well before departing** to Luxembourg.

REQUIRED DOCUMENTS:

- ☐ Full **name** and **address**;
- ☐ **Full copy** of your **passport** (including empty pages), certified as true to the original;
- ☐ **Birth certificate**;
- ☐ Extract of your **police record** or an **affidavit**;
- ☐ **Host agreement** signed in advance with an accredited research organisation;
- ☐ **Agreement to cover costs (to be provided by the research organisation).**

Please note: The applicant must enter Luxembourg within 3 months of the temporary authorisation to stay in view of carrying out a research project being issued, meaning that the visa must be requested before the 3 months expire or, if there is no visa requirement, the entry must take place before the 3 months expire, during which the declaration of arrival at the local commune must be obtained.

If the documents are not drawn up in German, French or English, an official translation by a certified translator must be attached (see **6** above).

Only complete applications will be processed.

Incomplete applications will be returned to the sender. The time required for a response from the Ministry of Foreign Affairs is generally a maximum of 3 months.

The temporary authorisation to stay in view of carrying out a research project ('*autorisation de séjour temporaire*' or AST) will be sent by post to the address given by you on your application. It is valid for 90 days.





10 How to apply for a **long-term visa?** (check if you need a visa in point **7**).

In the 90 days following receipt of the temporary residence authorisation ('*autorisation de séjour temporaire*' or AST), you must submit, in person, a Schengen visa application at the Luxembourg diplomatic or consular mission (see **14** below) in your country of residence.

The application must be accompanied by the following documents:

- ☐ **2** recent and identical identity **photos**;
- ☐ a **valid passport** or a **travel document** accepted in the Schengen area, which is valid for at least 3 months after the expiry date of the requested visa;
- ☐ the **temporary authorisation to stay**.

When the Type D visa is granted, it is affixed in the passport as a stamp or vignette. It is valid for a period from 3 months to one year maximum.

For additional information on how to apply for a Type D visa, please visit www.guichet.public.lu/en/entreprises/ressources-humaines/recrutement/ressortissant-pays-tiers/visa

11 **Biometric residence permit:**

Now and within the 3 months period, you must apply for a residence permit.

You must contact the **Immigration Office at the Ministry of Foreign Affairs** to obtain a **residence permit** by submitting the following documents:

- ☐ a copy of the **temporary authorisation to stay** issued by the minister;
- ☐ a copy of the **declaration of arrival** drawn up by your local commune;
- ☐ a **medical certificate** attesting that you fulfil the medical conditions authorising your residence, issued by a doctor established in Luxembourg (see below);
- ☐ **proof of the money transfer**/deposit of the issue duty of 30 EUR, to IBAN account number: CCPL n° LU46 1111 2582 2814 0000 (beneficiary: Ministry of Foreign Affairs, Department of Immigration; communication: residence permit in the name of...)
- ☐ the **form** "Demande de délivrance d'un titre de séjour pour ressortissant de pays tiers" (Application for a residence permit for a third (non-EU country) national") is available on www.mae.lu





You must **undergo a first medical examination** by a Luxembourg doctor, followed by a **tuberculosis test** at the '*Ligue médico-sociale*' (www.ligue.lu). The results are sent to the Health Ministry to check whether all medical requirements are met to obtain a residence permit.

After your application and notification by the Health Ministry have been received, the **Immigration Directorate** will invite you to come to its premises with your **valid passport** to gather the biometric data (**fingerprints, photo**) required for your residence permit.

Your biometric residence permit can be retrieved a few days later at the Immigration Directorate.

You must then confirm your **declaration of arrival at your local commune** to obtain a residence certificate.

IMPORTANT: Your biometric residence permit **is not a travel document**. To travel outside of Luxembourg, you must always have a **valid passport and a valid residence permit** with you.

- 12** Once you have obtained your residence permit, you will have equal status to that of nationals of your host country in terms of pay and working conditions, access to goods and services, recognition of professional qualifications and social security. A residence permit may be granted to your family members for the duration of your residence permit. You can take up a teaching position.

- 13** Hosting agreements: A 'hosting agreement' is an **agreement issued by a public or private approved research organisation** in an EU Member State, **to undertake a research project**. The research organisation can only sign a hosting agreement with a researcher if there are funds available for the research and they are satisfied with the researcher's scientific skills. In addition, the researcher must have sufficient financial means and health insurance. Only a research organisation approved by the Member State can sign a hosting agreement. Once a researcher has a formal hosting arrangement with a research institution they will be granted a residence permit for one year or for the duration of the research project (if less than 1 year), and do not need a special work permit. However, an entry visa must still be applied for.

- 14** **Luxembourg diplomatic or consular missions:**
In countries with no Luxembourg diplomatic representation, you may also contact the Belgian or Dutch consular services.

To find the full list of Luxembourg's diplomatic representations please visit:

www.mae.lu/en/content/view/full/26263





15 Ministry of Foreign Affairs, Immigration:

Ministères des Affaires étrangères et de l'Immigration
Direction de l'Immigration
B.P 752
L-2017 Luxembourg

16 Communes: To find the address and additional information on your local commune, please visit www.sivicol.lu/annuaire-des-communes

17 Family members of a researcher wishing to visit or to settle in Luxembourg

17.1 EU, EEA (Norway, Iceland, Liechtenstein) & Swiss family members are free to stay in Luxembourg. If you are **staying less than 3 months**, you will require a valid identity card. If your stay is foreseen to last **more than 3 months**, registration at your local commune is compulsory.

17.2 Third country family members of EU, EEA or Swiss researchers

The following family members are entitled to residency:

- the spouse of the EU researcher in Luxembourg;
- the partner with whom the EU researcher has entered into a registered partnership;
- the partner with whom the EU researcher is in a long term relationship regarding to criteria's laid down by art 12 § 2 3. of immigration law;
- children aged under 21 years;
- dependent parents.

17.2.1 Stays up to 3 months

Even if you are staying **less than 3 months**, you will require a **valid passport**. A **visa may also be needed**. Depending on your nationality, a **short-stay visa** may be needed (see **7**). Contact your local Luxembourg consular service prior to departure or visit: www.mae.lu/en/content/view/full/14465





17.2.2 Stays over 3 months

As family member of an EU citizen you must **apply for a long-term visa** at your local Luxembourg diplomatic representation **with a view to accompanying or joining the family member in Luxembourg**. The application must be made BEFORE departing to Luxembourg.

Once you **obtain the visa** you can join your family member in Luxembourg.

On arrival, you have to apply for a **residence permit as the family member of an EU citizen** (French: *'Carte de séjour de membre de famille d'un citoyen de l'Union'*) at your local commune **within 3 months of arrival**. Whilst waiting for this permit to be issued, you will receive **a receipt** as proof the application has been submitted, **which is valid as a residence permit for a period of 6 months**. The residence permit is sent to your local commune where it can be picked up.

17.3 Third country family members of third country researchers

Family members are considered to be:

- the spouse of the researcher;
- the partner with whom the third party country researcher has entered into a registered partnership;
- single children under 18 years of age on condition that the person has custody and they are dependent on him or her.

Direct ascendants dependent on the resident applicant may be considered as family members when this ascendant is dependent on him or her and does not have the necessary family support in the country of origin.





17.3.1

Stays up to 3 months

Even if you are staying **less than 3 months**, you will require a **valid passport**. Depending on your nationality, you may need a **short-stay visa** (see **7**). Contact your local Luxembourg consular service prior to departure or visit: www.mae.lu/en/content/view/full/14465

17.3.2

Stays over 3 months

Well before departing to Luxembourg, researchers wishing to be accompanied by their spouse/partner or children (or person's spouse or partner) under the age of 18, must include the documents required for family reunification in their own application for residence permit to carry out a research project (see **9**).

Each member of your family wishing to settle in Luxembourg has to submit an application with the following required documents:

- ☐ Full **name** and **address**;
- ☐ **Full copy** of the **passport** (including empty pages), certified as true to the original;
- ☐ **Birth certificate**;
- ☐ Document proving your **marriage**, a registered partnership or family ties (in the case of children, proof of custody is required);
- ☐ Extract of your **police record** or an **affidavit**.

Additionally, they must attach the following documents of the researcher they are joining to their application:

- ☐ **Copy** of the **researcher's residence permit** (valid for over one year);
- ☐ **Residence certificate** of the researcher;
- ☐ Proof of the **researcher's income** equivalent to the minimum wage over a 12-month period (ex. copy of the work contract);
- ☐ Proof of **appropriate housing** in Luxembourg;
- ☐ Proof of **health insurance coverage** in Luxembourg.



ARRIVAL IN LUXEMBOURG

Luxembourg has excellent connections to many major cities, whether by plane from Luxembourg's airport at Findel, just on the city outskirts, by train from the central railway station or by car using the main European motorways crossing through from France, Belgium and Germany.

LUXEMBOURG'S AIRPORT

You can travel by plane to Luxembourg from most major cities in about 1-2 hours.

CITY/TOWN	BY PLANE (APPROX.)
Amsterdam	1h05
Berlin	1h25
Copenhagen	1h35
Frankfurt	0h45
Lisbon	2h45
London	1h10
Madrid	2h15
Paris	0h50
Rome	2h15
Stockholm	2h15
Vienna	1h30
Zurich	1h00



Travelling from the airport to Luxembourg City by bus

Bus line 16 (Eurobus) departs every 10-15 minutes on average. Bus stop just outside the Luxembourg Airport terminal building.

Main stops: Luxembourg Central Railway Station, Luxembourg City centre and Kirchberg.

Cost of fare:

1.5 EUR. Duration: about 20 minutes.

Additional information on available public transport:

PLAN YOUR TRIP

MOBILITÉITSZENTRAL

Tél. (+352) 2465 2465

Monday to Friday:

06.00 - 22.00

Saturday and Sunday:

08.00 - 20.00

www.mobiliteit.lu

www.autobus.lu



PRACTICAL INFORMATION



TRAVELLING BY TRAIN TO LUXEMBOURG

Travel time can vary, depending on the train.
Here are the average times for some nearby cities.

CITY/TOWN	DURATION IN HOURS (APPROX.)
-----------	--------------------------------

Amsterdam	5-6
Brussels	3
Frankfurt	4
Paris	2.25



PLANNING YOUR JOURNEY BY CAR

Apart from satellite navigation systems,
you can plan your trip using a website
such as www.mappy.com



DRIVING



DRIVING LICENCE

Whether or not you can use your current driving licence depends primarily on the issuing country and the licence issue date.

LICENCES ISSUED IN THE EU

There is currently no common EU driving licence, however, a 'community model' driving licence allows driving licences from other EU countries to be recognised and accepted by the host country. As a Luxembourg resident, with an EU driving licence issued after 1996, you can keep your existing licence. It is recommended to register your driving licence in Luxembourg. Either hand in or send to the Driving Licence Office:

- a completed application form (downloadable from www.snct.lu);
- a copy of your identity document;
- a certificate of residence with the date you first registered with your commune in Luxembourg;
- a copy of both the front and back of your driving licence.

In case of theft or loss, you should immediately contact the Driving Licence Office at the address below, to receive a new Luxembourg licence.

NON-EU NATIONALS

It is important to obtain an International Driving Permit (IDP) from your local motoring association before you start driving in Luxembourg, particularly if you wish to hire a car as soon as you arrive. Make sure you always carry it along with your normal driving licence.

You are entitled to drive with your original driving licence for 12 months after having taken residency in Luxembourg. Within 12 months, but not earlier than 185 days after arrival, you must apply for a Luxembourg licence at the Driving Licence Office with the following documents:

- a health certificate from your doctor in Luxembourg (no more than 3 months old);
- an affidavit from your Embassy;
- a certified copy of the front and back of your current driving licence, (unless it is written in German, French or English, you must include a certified translation by a sworn translator);
- a certificate of residency, less than 1 month old;
- a passport picture (45x35mm);
- your police record of good conduct;
- a driving licence request form (downloadable from www.snct.lu);
- a tax stamp, available from the Driving Licence Office.





All licences that are exchanged less than two years after their first issue will require their holder to attend a second-phase training course at the CFC 'Centre de Formation pour Conducteurs, Colmar-Berg'

You can find additional information on driving in Luxembourg on: www.euraxess.lu

Driving Licence Office (SNCT)

2a, rue Kalchesbruck

L-1852 Luxembourg

Tel. (+352) 35 72 14-720

Free number: 8002 3666

www.snct.lu

Opening times: Monday to Friday 08.00-17.00

DRIVING

Driving in an unfamiliar country can seem a daunting prospect, especially if you are used to driving on the other side of the road. Most road signs in Luxembourg are international but there are a few particular rules, which you might not be familiar with:

Important priority rules in Luxembourg

- The general rule is that a car coming from the right side has priority.
- Even though you are driving along a main road, cars coming from the right normally have priority.

CAR INSURANCE

EU nationals

EU nationals have the possibility of insuring their car in any EU country, providing their insurance company is licensed to sell the relevant policies within the country they are moving to. Insurance will be valid throughout the European Union, regardless of where the incident took place.

It is wise to ask your insurance company for a green card before you arrive as this confirms all your insurance details, in case of accident.

Vehicles brought from non-EU countries need to be registered within the first six months after the holder has taken up residence in Luxembourg.

Non-EU nationals

Non-EU nationals can obtain insurance from any of the major insurance companies in Luxembourg, alongside any other insurance you may require. It is a good idea to shop around a bit to find the right offer.

Please note: **it is compulsory to obtain car insurance before you start driving in Luxembourg.** If you hire a car the car-rental firm can deal with your insurance as part of the rental package throughout the duration of the hire.

List of major insurance companies in Luxembourg:

www.lalux.lu

www.foyer.lu

www.axa.lu

www.vivium.lu

www.baloise.lu





LIVING IN LUXEMBOURG

LIVING IN LUXEMBOURG

WHAT IS IT LIKE TO LIVE IN LUXEMBOURG?

Although small compared to other European countries, Luxembourg offers comparatively much more. Its rich culture successfully attracts a broad range of internationally renowned musicians, artists, theatre groups from across the globe. There are distinct rural and urban regions to explore: the river Moselle, the hills and Ardennes in the north, the new businesses, university and research centres in the south at Belval, or the city life in the capital with its excellent shopping. You can choose to live where you prefer, either in the city, countryside or by a river and still get to work easily, thanks to the excellent road and rail connections.

Luxembourg is a great place to live, if you appreciate a peaceful and safe environment, high standard and quality of living, free of pollution and with low unemployment and criminality figures. For those with families, it is a safe and enjoyable multicultural community in which to bring up your children.

The high percentage of foreigners living and working in Luxembourg all contribute to its social cultural richness. Walking around the shops, you will hear many different languages being spoken, besides Luxembourgish, French, German and English.





COST OF LIVING (IN EUROS)

Bread (500 g sliced)	2.0
Croissant (1 piece)	0.8
Pork chops (1 kg)	8.2
Fresh milk (1 l)	1.2
Eggs (a dozen)	3.3
Butter (500 g)	3.3
Potatoes (5 kg)	6.2
Coffee (250 g)	3.3
Still mineral water (1.5 l)	0.5
Soft drinks (1 l)	1.0
Fuel oil (1 l)	0.7
Medical consultation , general practitioner	35.9
Medical consultation , specialist (int. medicine)	36.3
Petrol 95 octane (1 l)	1.3
Diesel (1 l)	1.2
Taxi ride, one way (4 km)	13.5
Cinema ticket	8
Telephone (monthly subscription)	18.4

Source: Statc, Living in Luxembourg September 2011



IMPORTANT

to register with your commune on your arrival in Luxembourg (compulsorily within 3 days for non-EU citizens), you will need an official address.



ACCOMMODATION - HOUSING

Finding accommodation in Luxembourg can be a challenge, depending on where you want to live, type of property (studio, apartment, house), renting or buying and of course your budget. If you are staying for less than 5 years, it is probably best to rent before buying, to allow you to get to know Luxembourg better. As the market is somewhat limited, this can take some time, so you should start searching before leaving your country.

Having said that, there are still ways to find a nice, reasonably-priced place to live, especially if you do not mind commuting a little.

Short-stay accommodation - temporary accommodation (a few days to 3 months)

If you are coming for a short stay, i.e. from a few days up to one month, hotels and apart-hotels are good value, starting from about 55EUR/night. Ask at the hotel what packages are available for longer stays. Apart-hotels are suited to families and provide facilities not found in normal hotels, e.g. kitchenette.

Youth Hostels are also a good option, particularly favoured by young people.

Long-term rented accommodation

If you are coming for longer, you will need to look for a studio or apartment to rent. The minimum period is usually 1 year and prices vary enormously depending on the location and size.

Finding a studio or apartment

Most properties are rented out by estate agents (note: closed at weekends) and through specialised websites. The daily national newspaper "Luxemburger Wort" and the weekly "Luxbazar" also have accommodation sections.

HOTELS AND APPART-HOTELS IN LUXEMBOURG:

www.hrs.de

YOUTH HOSTELS:

www.youthhostels.lu

FIND A HOME ONLINE

www.athome.lu
www.habiter.lu
www.immostar.lu
www.immofinder.lu
www.guideimmobilier.lu
www.luxbazar.lu



Budget

There are some unavoidable initial costs when renting that you will need to consider in your budget:

- **Rent:** 1st month in advance
- **Deposit:** maximum 3 months' rent, refundable on departure if no damages, etc.
- **Estate agency's fees:** 1 month's rent + VAT 15%
- **Insurance:** compulsory third-party insurance (listing of insurance companies on page 53) for fire, water, etc.
- **Furniture and appliances**
- **Electricity, gas, water connections**
- **Telephone connection** (optional)
- **Cable TV** (optional)

For this reason, it is important to open a bank account and transfer sufficient funds as soon as possible (see Banking on page 58) and make appointments with the estate agency(ies) BEFORE leaving, to avoid any delays.

House sharing

If you are single and looking for cheap, practical and all-inclusive accommodation, house-sharing is an ideal solution. Here are a few of the major sites offering house-sharing:

COMPANY
SPECIALISED IN
HOUSE-SHARING
www.luxfriends.eu

WEBSITES OFFERING
ONE-TO-ONE
www.appartager.lu
www.recherche-colocation.com
www.colocoit.com

Always try and check the credentials of a company before entering into any contract or making a payment.





BANKING

About your lease

YOUR LEASE

Leasing contract	Normally 1 to 3 years (fixed period) or open-ended. Diplomatic clause: add this to your contract to avoid any liability and having to pay a penalty if you have to move away from Luxembourg before the contract expires.
Deposit	The landlord will inspect the apartment when you move in and after you leave. It should be in the same state as when you moved in, otherwise the landlord can keep a part/or all of your deposit to pay for cleaning or repairs.
Furnishings	Most properties are rented out without any kitchen appliances, without curtains, carpets etc. but the previous tenants may be happy to sell you these. For furnished accommodation, check if there is an insurance covering the contents.

www.luxembourg.public.lu/fr/societe/logement
www.euraxess.lu

You will need to open a bank account to make all your payments, e.g. for the initial costs of renting accommodation (estate agent fees, deposits, advanced rent) and later your regular expenses (monthly rent, electricity, gas, water, telephone, TV, etc.) which are normally paid by standing order.

Before you leave

Before you come to Luxembourg, contact one of the major banks to take the necessary steps to open a personal account (current account). Some banks offer special 'starter packages' for foreign workers, which can include free bank guarantees for the rented accommodation deposit, or special rates for credit cards. In some cases, if you open an account at the same bank as your employer, you may also have some advantages.

Once you have started the procedures for opening your account, make an appointment in advance. That way, you will be able to finalise your bank account as soon as you arrive in Luxembourg.

MAJOR BANKS IN LUXEMBOURG

www.bcee.lu
www.bgl.lu
www.bil.lu
www.ing.lu
www.raiffeisen.lu





On arrival

Normally you will either have made an appointment before leaving your country, or if not, you can go to the bank and ask to open an account, where you will be given the necessary forms to complete which will take some time and delay your moving into rented accommodation, which is why it is better to do so before you leave.

In both cases take your ID card or valid passport and preferably your employment contract with you.

PAYMENTS

Bank transfers, standing orders

Any regular bills you receive, such as monthly rent, telephone, electricity, can be paid automatically by standing orders. One-off bills are paid using bank transfers (known as 'virements'), either by filling out the details on a form and sending or depositing it at your bank, or more frequently, using web banking. Cheques are extremely rare.

Credit and debit cards

These are accepted for your purchases almost everywhere e.g. in shops, restaurants, hotels, hospitals, cinema, etc. Major cards can be used from other countries but you will pay high charges. It is better to obtain at least a debit card from your Luxembourg bank for making purchases in Luxembourg. You will not receive a card automatically, as each bank has its own conditions to be fulfilled.

Web banking

All the major banks offer secured web banking services, such as transfers to other accounts or banks in Luxembourg or abroad, payment of bills, consulting your balance, standing orders, etc. and it is more convenient than going to an agency.

ATMs (cash dispensers)

You can find ATMs almost everywhere, principally for drawing out money using all major credit or debit cards (e.g. VISA, MasterCard). Certain banks offer the facility to deposit cash or pay bills by 'virement', i.e. bank transfer. ATMs are open 24 hours a day.

Cash withdrawals are generally not free of charge, except from your own bank's cash dispensers. Some banks have special packages for a limited number of free withdrawals in Luxembourg and in the rest of the EU.

Opening hours

Monday to Friday from 9.00 to 16.30. Most branches are closed between 12.00 and 13.30 for lunch except for a few banks in and around major shopping centres. A few are open on Saturdays. No banks are open on Sundays, though of course you can draw out cash using an ATM or pay for your goods and services with a credit/debit card.

CURRENCY Euro (€)

1 euro = 100 cents



TAXATION

Taxation is relatively low compared with neighbouring countries. Residents are subject to tax if they have a permanent place of residence in Luxembourg or are usually resident in Luxembourg (6 months continuously or longer -short absences ignored).

TAXATION

Main types of taxation	<ul style="list-style-type: none"> • Income tax • Other income (e.g. investment and real estate income or capital gains) declared annually • Value added tax (VAT) (on goods and services)
Tax card	Visit your commune for your tax card once you arrive.
Employment income	Taxed monthly at source by the employer.
Value added tax (VAT) rates	<ul style="list-style-type: none"> • Standard rate: 15% • Reduced rates: 3%, 6%, 12% (for certain services and items).



Tax implications in your home country

To be aware of all tax implications, we strongly advise you to contact your local embassy or speak to a tax consultant before signing your contract. Luxembourg has signed double tax treaties with more than 60 countries to avoid double taxation on individual income.

In principle there are two types of double tax agreements:

- all taxes are paid in your country of residence and are therefore exempt in the country they were due originally;
- the country where the income has been generated deducts the tax at source (withholding tax) and you receive a 'foreign tax credit' in your country of residence.

For more information on income tax:

www.impotsdirects.public.lu/resident





SOCIAL SECURITY

RESEARCHERS HAVING A WORK CONTRACT

As an employee working in Luxembourg you are protected by a state-run compulsory social security insurance 'Caisse Nationale de la Santé' (CNS), which provides healthcare, pension and unemployment benefits.

Social security contributions are automatically deducted from your salary and paid partially by your employer and yourself, providing care for:

- sickness/healthcare insurance (including dependents);
- maternity benefit;
- pensions insurance/benefit (including retirement, invalidity and survivor);
- family allowances;
- unemployment insurance/benefit;
- dependency insurance.

As an employee, you will be automatically enrolled by your employer with the CNS. To cover your family members, i.e. spouse, children and other family dependents living in your household, you will need to contact the CNS.



Social security card

Once registered with the CNS, you will receive a social security card with your name and social security number on the front side. It contains the European sickness insurance information which enables you to receive healthcare in another European country, when travelling.

It is always useful to carry it with you, as you may need to show it when you visit a doctor or buy prescription drugs.

Reimbursement

When you visit a health specialist, you will receive an invoice which you may pay immediately or by bank transfer. You will need to send the paid invoice and proof of payment to the CNS, who will partially reimburse the total amount paid. The amount received depends on treatment received and will be credited automatically to your bank account.

For medical prescriptions, you only pay the pharmacy part of the bill, if you show your social security card.

RESEARCHERS NOT HAVING A WORK CONTRACT

Before leaving, please contact your hosting institution to clarify the type of insurance cover required.

For more information:

www.cns.lu + www.secu.lu



HEALTH



IMPORTANT TIPS FOR HEALTHCARE

Identity papers

Remember to take your ID and social security card for any medical consultation!

Payment

There are two ways to pay for a medical consultation:

1. Pay at the end of the consultation (in cash or with a credit card).
2. Have the bill sent to your home and pay by bank transfer.

On payment

- send the original bill (keep a copy for your records), with proof of payment, to the CNS (“Caisse Nationale de la Santé” – the Luxembourg National Health Fund), who will reimburse part of the amount covered directly into your bank account.
- with your first claim you should include details of your bank account (IBAN and BIC code numbers), social security number and contact details.

Prescriptions (pharmacies)

- paid immediately (your contribution of the total sum).

- show your social security card first time and carry it with you at all times as you may need to show it (see section on Social security).

General practitioners (GPs)/Family doctors

These doctors are the first point of contact for all general health problems. They treat certain illnesses and injuries (such as colds, fevers, etc.) and are responsible for long-term patient care. If they detect specific health problems, they will refer you to a specialised doctor.

To see a GP, either make an appointment or go to the on-duty hospital or a medical centre (accessible 24/7) without an appointment. Some GPs also make home visits if the patient is unable to leave home.

When you have an appointment, you should come on time or cancel by telephone. If you do not do so, the doctor may claim financial compensation.

You can choose your GP. To find the one closest to you, check the telephone directory or ask at the commune.

Not all doctors work on evenings, weekends and public holidays but there is always at least one doctor on duty in each region.

Call the **free emergency number 112** to find out which doctor is on duty.





Specialist practitioners

When your GP cannot provide the treatment required, he will refer you to a specialist practitioner. For further information on reimbursement, please see page 62.

Hospitals and clinics

You can go to any on-duty hospital or clinic without an appointment. Be prepared to wait, as emergencies are treated according to their severity.

You can find out which hospitals and clinics are on duty by calling the free emergency number 112, checking daily newspapers or www.sos.luxweb.com/garde/

Children

There are 24/7 pediatric emergency services at the “*Centre Hospitalier de Luxembourg*” (CHL) and the “*Clinique Dr Bohler*”.

Pharmacies

Pharmacies are open weekdays during normal working hours. On-duty pharmacies are available outside normal working hours. These can be found at www.pharmacies.lu or by calling the free emergency number 112.

Medical centres

Three medical centres (“*Maisons médicales*”) in Esch/Alzette, Ettelbrück and Luxembourg have been set up recently and function as on-duty general practices outside normal working hours.

You can find them in:

- **Luxembourg City:** 59, rue Michel Welter, L-2730 Luxembourg
- **Esch/Alzette:** 70, rue Émile Mayrisch, L-4240 Esch/Alzette
- **Ettelbrück:** 110, avenue Lucien Salenty, L-9080 Ettelbrück

Sickness/healthcare insurance

The healthcare system is run through the CNS and offers comprehensive healthcare for all Luxembourg employees and their dependants. It is consultant-led, meaning you have the right to choose your doctor and, in most instances, you can go directly to the specialist practitioner you need.

Legal obligations if you are ill or have had an accident and cannot go to work

You need to inform your employer and the CNS immediately on the first day of your illness.

For more exact details of your obligations, download the following guide:

www.cns.lu/files/publications/DEP_CNS_Depliant_EN_DE_3.pdf

www.cns.lu/files/publications/DEP_CNS_Depliant_FR_PT_3.pdf





FINDING A JOB FOR YOUR PARTNER

It is very likely that if you come to Luxembourg with a partner, he/she would also like to work. As more than half of the country's work force is made up of immigrants and cross-border workers, it is quite easy to integrate.

Mirroring society, Luxembourg offers a very open, multicultural work environment where French, German, Luxembourgish and English are frequent working languages.

EU/EEA/SWISS CITIZENS

If your partner is an EU/EEA citizen, there are no restrictions on having a job.

NON-EU CITIZENS (THIRD-COUNTRY NATIONALS)

If your partner is a non-EU citizen, he/she must first obtain a work permit in order to work legally.

• How to apply for a work permit (only for non-eu citizens)

You must submit an application to the Ministry of Foreign Affairs and Immigration in Luxembourg, providing the following documents and information:

- ☐ your **full name** and **contact** details;
- ☐ a certified true **copy of your entire passport**;
- ☐ your **curriculum vitae**;
- ☐ a certified true **copy of your diplomas** or professional qualifications;
- ☐ an **employment contract**, dated and signed by your employer and yourself;
- ☐ an **explanatory letter**;
- ☐ a certified true **copy of your residence permit** issued by another EU Member State (only if you are applying for a work permit while holding a residence permit in another EU Member State).





• **Decision**

If you send in an incomplete application, it will not be considered and will be returned.

Decision: 3 months after submitting your application.

If the response is negative or no response is received within 3 months, you can make an appeal before the Administrative Court.

FOR MORE INFORMATION ON RESIDENCE PERMITS:

REGISTERING WITH THE NATIONAL EMPLOYMENT AGENCY (ADEM)

If your partner has a family member's resident card, he/she can only register with ADEM after legally spending 12 months in Luxembourg but he/she will still need a work permit before being allowed to work. Once he/she have completed this 12-month legal stay in Luxembourg, he/she can then register with ADEM, which offers registered jobseekers additional support and informs them of any suitable available jobs in their field.

You should also make sure he/she register their foreign degrees or diplomas with the Luxembourg Ministry of Education in order for them to be recognised by potential employers.



GRAND DUCHY OF LUXEMBOURG
Ministry of Foreign Affairs

**MINISTRY OF FOREIGN AFFAIRS
AND IMMIGRATION
(MINISTÈRES DES AFFAIRES ÉTRANGÈRES)**

Direction de l'Immigration
B.P 752 L-2017 Luxembourg

Tél. (+352) 247-84040
14.00 - 16.00

Fax: (+352) 22 16 08





National Employment Agency

("Agence pour le développement et l'emploi" – ADEM)

10, rue Bender
L-1229 Luxembourg

Tel: +352 2478 53 00

Fax: +352 40 61 40

E-mail: info@adem.public.lu

www.adem.public.lu

Ministry of Education

*("Ministère de l'Éducation nationale et
de la Formation professionnelle")*

29, rue Aldringen
L-1118 Luxembourg

Tel.: +352 2478 51 00

Fax: +352 2478 51 13

E-mail: info@men.public.lu

www.men.public.lu



ADDITIONAL INFORMATION ON WORKING IN LUXEMBOURG

www.itm.lu
(for all questions about labour law)

**www.luxembourg.public.lu
societe/emploi-travail**





HOW YOUR PARTNER CAN FIND A JOB

Apart from the research sectors, there are many career opportunities, particularly in service industries (banking, finance, health).

One of the best ways to find a job is through the numerous Luxembourgish websites i.e. national press and recruitment agencies. Here is a non-exhaustive list:

Research

www.euraxess.lu

Interim/ temp agencies

www.tempo-team.lu
www.startpeople.lu
www.adecco.lu
www.randstad.lu
www.manpower.lu

General job recruitment sites

www.adem.lu
www.optioncarriere.lu
www.jobs.lu
www.jobs.luxweb.com
www.luckyjob.lu
www.monster.lu
www.moovijob.com
www.lesfrontaliers.lu





FAMILY ALLOWANCES

If you are living with your children in Luxembourg, you may be entitled to receive family allowances from the Family Allowance Office or “Caisse Nationale des Prestations Familiales” (CNPF).

HOW AND WHERE TO OBTAIN THE DIFFERENT ALLOWANCES

These are paid once you have registered your family dependants with the Social Security Office (CNS). To receive the allowances, you will need to fill out an application form, available from your local commune or from the CNPF website.

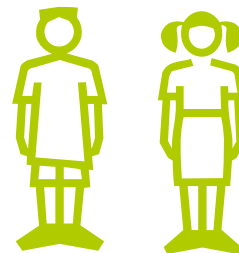
CHÈQUE-SERVICE ACCUEIL

This childcare service voucher offers lower admission fees to a number of childcare facilities including relay homes, day care centers, crèches, nurseries, boarding schools, sports clubs and music schools. You can apply at your local commune free of charge if your kid is less than 13 years old or still in primary education. The voucher is valid for 12 months.

www.cheque-service.lu

CAISSE NATIONALE
DES PRESTATIONS
FAMILIALES
www.cnpf.lu





TYPES OF FAMILY ALLOWANCES

TYPE	FOR WHOM	HOW MUCH AND WHEN	RESTRICTIONS
Maternity allowance	Expectant women and mothers	<ul style="list-style-type: none">• 8 weeks before the estimated date of birth: 1,552.16 EUR• 8 weeks afterwards 1,552.16 EUR	<ul style="list-style-type: none">• Dependent on certain conditions <i>Please contact the CNPF</i>• If the total of the other benefits received by the mother, such as unemployment, child birth and sickness, is under 3,104.32 EUR, the CNPF will pay the difference
Childbirth allowance	Dependent on certain conditions <i>Please contact the CNPF</i>	1,740.09 EUR per child payable in three equal instalments: <ul style="list-style-type: none">• prenatal: 580.03 EUR• birth: 580.03 EUR• post natal (2 years old): 580.03 EUR	<ul style="list-style-type: none">• A number of medical exams are required for both the mother and child
School allowance	All families who qualify for child allowance	<ul style="list-style-type: none">• Paid on a sliding scale depending on how many children you have and their ages• School year allowance is paid for children over 6 years every year in August	Only if the child also receives child allowance. The allowance is paid in two cases: <ul style="list-style-type: none">• for a child who is over 6 years old every year in August• for a child born after 1 September and attending primary school, on providing a school certificate
Educational allowance	Dependent on certain conditions <i>Please contact the CNPF</i>	<ul style="list-style-type: none">• Amount: 485.01 EUR per month only for one child	Father or mother is not working or when combined income does not exceed: <ul style="list-style-type: none">• 5,111.37 EUR with one child• 6,815.16 EUR with two children• 8,518.95 EUR with three or more children <p><i>Net amounts for 2011</i></p>





TYPES OF FAMILY ALLOWANCES (CONT.)

TYPE	FOR WHOM	HOW MUCH AND WHEN	RESTRICTIONS
Parental leave	<p>Either the mother or father. Dependent on certain conditions</p> <p><i>Please contact the CNPF</i></p>	<p>Length 6 months full-time or 12 months part-time (with the employer's agreement)</p> <p>When</p> <ul style="list-style-type: none">• directly after maternal leave. Application must be made 2 months before maternity leave starts• anytime until the child's 5th birthday. Application must be made a minimum of 6 months in advance to employer who can delay the start if they wish <p>Amount</p> <ul style="list-style-type: none">• Full-time: 1,709.93 EUR• Part-time: 854.95 EUR <p><i>Net amounts at 01.10.12011</i></p>	<ul style="list-style-type: none">• Dependent on certain conditions <i>Please contact the CNPF</i>• Employed continuously for at least one year with the same employer before the parental leave starts and in paid activity at the birth
Child allowance		<p>Child allowance is paid until the age of 18 and continued until 27 in the case of secondary school studies</p>	<ul style="list-style-type: none">• Paid monthly on a sliding scale depending on the age and number of dependent children you have





APPLICATION FORMS AND ADDITIONAL INFORMATION

If you need more detailed information, contact your commune or the CNPF.

Family Allowance Office (CNPF)

Caisse Nationale des Prestations Familiales

34, avenue de la Porte Neuve

L-2227 Luxembourg

www.cnpf.lu

For applications forms, see the section “Formulaires de demande”.

Switchboard

Mornings: 8.00 to 11.30

Afternoons: 13.30 to 16.00

Tel.: (+352) 47 71 53-1

Office hours

7.45 to 15.30

Postal address

B.P 394

L-2013 Luxembourg

Fax: (+352) 47 71 53-328

Fax service for parental leave: (+352) 47 71 53-348



EDUCATION



You must enrol your child in a school as soon as you have arrived and registered in your commune, even if it is in the middle of the school year, as schooling is compulsory from 4 to 16 years old in Luxembourg.

The school system is divided into the following stages:

Children with special needs are catered for learning support and remedial teaching. Those with severe special needs have access to specialised centres outside the mainstream schooling system.

State schools are free for children living in the country.

AGE	LEVEL		DURATION	CONTACT AND ENROLMENT
3		Early education (non-compulsory)	1 year	Education department or secretariat at the commune where you live.
4	Elementary school	Pre-school	2 years	Education department or secretariat at the commune where you live.
6		Primary school	6 years	Education department or secretariat at the commune where you live.
12	Secondary school	Secondary school	7 years	Ministry of Education CASNA (Welcome unit for newly arrived pupils)
12		Secondary technical school	5 / 7 years	Ministry of Education CASNA (Welcome unit for newly arrived pupils)





DAY CARE

Day-care centres are generally available to children under 13. In order for parents to find the right place for their children, the Family Ministry's portal lists all available centres in the country.

Please visit: www.kannerbetreuung.lu

PRE-SCHOOL AND PRIMARY SCHOOL

Children under 12 should be enrolled at the commune where you live. For children aged 6 to 12, a school report will be requested.

The first two years of pre-school ('Spillschoul') are taught in Luxembourgish (with an introduction to French and German), with classes consisting mainly of reading, writing, basic numerical and social skills.

Once the child reaches primary school ('Primärschoul') most classes are taught in German. On graduating from primary school, at the age of 12, children are evaluated to see which level of secondary school best fits them.

SECONDARY SCHOOL

For children over 12, you must make an appointment with the CASNA (Cellule d'accueil scolaire pour élèves nouveaux arrivants, tel. (+352) 247 85277, casna@men.lu) at the Ministry of Education. You will need to take the following documents with you:

- passport or ID card;
- social security card;
- school reports (for the last 2 years);
- certificate of residence.

The Ministry also offers welcome classes for newly arrived pupils. In the spring before your children's graduation from primary school, they will be tested to determine which level of secondary education best fits them. If your children are already in secondary education when you arrive, their school reports from the previous two years will be taken into consideration.

Luxembourg's education system is public, but there are also a few fee-paying private schools (see list below).

INDEPENDENT SCHOOLS

Luxembourg

Frai-ëffentlech-Waldorfschoul Lëtzebuerg www.waldorf.lu

École française de Luxembourg www.ecolefrancaise.lu

Lycée français du Luxembourg (Vauban) www.vauban.lu

École Charlemagne www.ecole-charlemagne.org

International School of Luxembourg www.islux.lu

École Privée Grandjean asbl www.epg.lu

École Privée Fieldgen (EPF) www.epf.lu

École Privée Notre-Dame (Sainte-Sophie) (EPND) www.epnd.lu

Lycée Technique Privé Emile Metz (LTPEM) www.ltpem.lu

St. George's International School www.st-georges.lu

Ettelbrück

École Privée Sainte-Anne (EPSA) www.sainte-anne.lu

Esch/Alzette

École privée Marie-Consolatrice (EPMC) www.epmc.lu

European schools

École Européenne de Luxembourg www.euroschool.lu

École Européenne de Luxembourg II www.eursc-mamer.lu





PENSION RIGHTS

The Luxembourg pension system is compulsory for anyone working in Luxembourg and consists of old-age retirement (65 years), early retirement (57 or 60 years), invalidity and survivor's pensions. **Both you and your employer will contribute to the pension scheme which is taxable income.**

EU CITIZENS (EXCLUDING ROMANIA AND BULGARIA) AND CITIZENS FROM ICELAND, LIECHTENSTEIN, NORWAY AND SWITZERLAND

If you are an EU citizen who has worked and paid social security taxes for at least one year in another EU country, this is also taken into account for a Luxembourg pension. Pensions will be paid by each country and the amount will depend on the years worked.

When you retire, even if you have worked in Luxembourg for less than 12 months, you can still credit that time to your country's state pension and claim the money even if you are not living in Luxembourg.



NON-EU CITIZENS' RETIREMENT PENSION RIGHTS

Luxembourg has bilateral agreements with many countries outside the EU, so you only pay social security taxes in Luxembourg while you are working here.





FIND MORE
INFORMATION
ON NATIONAL
PENSION FUND

www.cnap.lu

IF YOU WORK IN LUXEMBOURG FOR:

Less than 12 months	transfer your credit to your home country's pension scheme.
12 months or more	have your pension reimbursed from Luxembourg

As these agreements vary with each country, you should check with your embassy before signing a contract, to know exactly what your benefits will be, in order to avoid paying social security insurance in both countries.

INVALIDITY PENSION

To claim invalidity pension, you must have been:

- employed for 12 months over the last 3 years preceding your invalidity except for work accidents or professional disease.
- unable to work professionally or have any other activity because of your incapacity.

Entitlement to invalidity pension normally follows the maximum length of extended sickness benefit and after you have undergone medical tests to determine your level of invalidity.

SURVIVOR'S PENSION

In the case of death, this pension is paid out to:

- your spouse, regardless of gender, provided you are either retired or have been employed for at least 12 months within the 3 years preceding your death (unless death occurred as a result of a work accident or professional disease); and/or
- your orphan(s) up to the age of 18 (27 if they are students and no age limit if they are disabled). Children lose their right to claim survivor's pension once they marry (unless they are still studying); or
- your divorced spouse, provided they have not remarried.





LANGUAGE COURSES

There are many schools, communes, associations, institutes and companies, where you can learn languages, for example, French, German, Luxembourgish, English, Portuguese, Italian, Spanish, Dutch and Chinese:

Ministry of Education:
www.men.lu

Luxembourg City:
www.vdl.lu

National language institute (INL):
www.insl.lu

Berlitz:
www.berlitz.lu

Inlingua:
www.inlingua-gr.com

Languages.lu:
www.languages.lu

Prolingua Language Centre:
www.prolingua.lu

Luxembourgish only

Elearning: www.quattropole.org/en/e-learning

MOIEN asbl: www.moienasbl.lu





LEISURE: SHOPPING, CULTURE AND SPORTS

CULTURE

Luxembourg offers a wide range of remarkable cultural events, ranging from classical music concerts and operas to sensational rock festivals and open air events. In addition to local artists, many famous performers from across the world come to Luxembourg to share their music. For cinema-lovers, films featured in Luxembourg's modern cinemas are mostly shown in their original language.

Luxembourg's cultural scene has absorbed many foreign cultural influences over time, while retaining its originality. The cultural offering not only reflects the Grand Duchy's multicultural society but also its residents' taste for quality cultural events.

A few famous **Luxembourgers**: **Gabriel Lippmann** (1845-1921), Nobel Prize in physics (1908) for his pioneering work in color photography, **Henri Tudor** (1859-1928), engineer, inventor of the first practical lead-acid battery, and industrialist, **Robert Schuman** (1886-1963), French premier and foreign minister, **Joseph Kutter** (1894-1941), painter, **Léa Linster** (born 1955), chef, winner of the 1989 Bocuse d'Or, **Fränk** (born 1980) and **Andy** (born 1985) **Schleck**, road bicycle racers.

Here is a non-exhaustive list of activities, events and places to visit and their websites to keep you up-to-date.

MUSEUMS

Luxembourg City History Museum
www.musee-hist.lu/en/museum

Mudam Museum of Modern Art
www.mudam.lu

National Museum of History and Art
www.mnha.public.lu

National Museum of Natural History (Luxembourg)
www.mnhn.lu

Photo library (Photothèque)
10, rue Eugène Ruppert
L-2453 Luxembourg

Am Tunnel
BCEE Rousegaertchen building
16, rue Zithe
L-2763 Luxembourg

The City of Science
Avenue du Rock'n'Roll, in front of the Rockhall
L-4361 Esch/Alzette





CINEMAS

The latest films are shown at **Ciné Belval** (Esch-Belval) or the **Utopolis** cinema complex and the **Utopia** cinema (Luxembourg City). The timetables and reviews can be found at:

www.cinebelval.lu

www.utopolis.lu

A number of smaller cinemas are also available throughout the country. A complete list can be found here:

www.cna.public.lu/film/salles/province

Cinémathèque

If you love the great cinema classics or would like to discover lesser-known films then go to the Cinémathèque run by Luxembourg City.

Cinémathèque - Cinéma

17, place du Théâtre
L-2613 Luxembourg

FESTIVALS

The main festivals offering opera, dance and music are:

Luxembourg Festival

www.luxembourgfestival.lu

Festival de Wiltz

www.festivalwiltz.lu

Festival international d'Echternach

www.echternachfestival.lu

EVENING COURSES

Each commune offers different evening courses, which cover a large number of subjects, e.g. languages, music, sports, etc. depending on the commune.

As programmes are updated regularly, you should get in touch with your commune to find out what is scheduled (for Luxembourg City: www.vdl.lu and for other communes www.syvicol.lu).

NIGHTLIFE

As a multicultural and cosmopolitan capital, Luxembourg has a wide selection of cafés, bars and clubs, often with live music and DJs. The most popular districts in the City for these are Clausen, Grund and Hollerich.

Nightlife: www.nightlife.lu

Luxuriant: www.luxuriant.lu

City Magazine Luxembourg: www.citymag.lu

Agendalux: www.agendalux.lu

MUSIC

Philharmonie: www.philharmonie.lu

CarréRotondes: www.rotondes.lu

Rockhall (Esch-Belval): www.rockhall.lu

Den Atelier (Luxembourg City): www.atelier.lu

Sang a Klang (Jazz and blues): www.bluesclub.lu

Kulturfabrik (Esch/Alzette): www.kulturfabrik.lu

CASINO

Casino Mondorf-les-Bains: www.casino2000.lu





THEATRES

Grand Theatre: www.theatre.lu

Capucins Theatre (Théâtre des Capucins)

Théâtre National du Luxembourg (TNL): www.tnl.lu

Esch Theatre: www.esch.lu/culture/theatre

RADIO

The main Luxembourgish radio stations are: **RTL**, **DNR**, **100.7** and **Eldorado**. However, some stations broadcast in other languages, such as: **Ara City Radio**, (every weekday morning from 6.00 to 14.00 in English), **Radio Latina** (mainly in Portuguese).

SPORTS

Luxembourg offers a complete range of popular and less known sports and fitness activities, both indoors and out, such as football, tennis, golf, cycling, tennis, swimming, water sports, wellness, ballooning, flying, cross-country ski (during the winter), etc. These facilities are offered in communes, sports clubs and associations as well as private clubs.

There are also numerous places in the countryside for walking, hiking, cycling and climbing.

You can find more detailed information on the following websites:

National Tourist Office: www.ont.lu

Luxembourg City: www.vdl.lu

Sports in Luxembourg: www.sport.public.lu

At the weekends, you can also visit the beautiful Moselle region and rent bikes (also for children) at 11 locations along the Moselle river: www.rentabike-miselerland.lu

SHOPPING

Luxembourg is also a great place to shop around. Many of the world's established brands have chosen to set up shop here.

Opening hours:

- Monday: 14.00 to 18.00
- Tuesday to Saturday: 09.00 to 18.00

Shopping centres:

- Monday to Friday: 08.00 to 20.00
- Saturday: 08.00 to 18.00
- Sunday: 08.00 to 12.00





GLOSSARY

ANGLAIS	LUXEMBOURGEOIS	FRANÇAIS
Hello	Moien	Bonjour
How are you?	Wéi geet et?	Comment ça va ?
Fine	Gutt	Bien
Great	Tipp topp	Super
Thank you	(Vilimols) Merci	Merci
My name is...	Mäin Numm ass...	Je m'appelle
I am a researcher	Ech sin e Forscher	Je suis chercheur
Please	Wann ech gelift	S'il vous plait
You are welcome	T'ass gär geschitt	De rien
Yes	Jo	Oui
No	Nee	Non
Where is...	Wou ass...	Où est...
my office	main Büro	mon bureau
the laboratory	den Laboratoire	le laboratoire
the work contract	den Aarbechtskontrakt	contrat de travail
the residence permit to work on a research project	d'Openthaltsgenehmegung fir an engem Forschungsprojekt ze schaffen	autorisation de séjour pour mener un projet de recherche
the train station	d'Gare	la gare
the bank	d'Bank	la banque
the estate agency	d'Agence immobilière	l'agence immobilière
the apartment	d'Appartement	l'appartement
the rent deposit	d'Kautioun	la caution locative
the rental lease	de Bal	le bail à loyer
the supermarket	de Supermarché	le supermarché ?
the bakery	de Bäcker	la boulangerie
the cinema	de Kino	le cinéma
the airport	de Flughafen	l'aéroport ?
the doctor	den Dokter	le médecin
the dentist	den Zänn Dokter	le dentiste
Holidays	Vakanz	Vacances
Carnival	Fuesent	Carnaval
Easter	Ouschteren	Pâques
Christmas	Chrëschtdag	Noël
What is this?	Wat ass dat?	Qu'est-ce que c'est ?
Good Bye	Äddi	Au revoir





**ABOUT LUXEMBOURG
THE RESEARCH LANDSCAPE
IN LUXEMBOURG**

PRACTICAL INFORMATION

EURAXESS LUXEMBOURG





THE INITIATIVE

EURAXESS – Researchers in Motion (<http://ec.europa.eu/euraxess>) is a **pan-European initiative** launched by the **European Commission** to **promote research careers and facilitate the mobility of researchers across Europe**. It brings together the European Commission and **40 countries**.

EURAXESS has a network of people at your service. Its representatives can be found in over **200 centres across Europe**, ready to welcome you.



EURAXESS OFFERS FOUR SPECIFIC INITIATIVES TO RESEARCHERS:



EURAXESS Jobs is a free job portal with constantly updated information on job vacancies, funding opportunities and fellowships throughout Europe.



EURAXESS Services is a network of well-informed staff at your service. They offer free personalised assistance to help researchers and their families organise their stay in a foreign country.



EURAXESS Rights (European Charter for Researchers & Code of Conduct for the Recruitment of Researchers) set out the rights and duties of researchers and their employers.



EURAXESS Links is a networking tool for European researchers working outside Europe (US, Japan, China, Singapore, India).

EURAXESS LUXEMBOURG

The **EURAXESS Services Centre Luxembourg** and its portal give **online information** and **practical assistance** for researchers moving to and from Luxembourg.

**Contact:**

Barbara DANIEL

Postal address:

Université du Luxembourg
Campus Limpertsberg
EURAXESS Services Centre Luxembourg
162a, avenue de la Faïencerie
L-1511 Luxembourg

Tel:

(+352) 466 644 6681

Fax:

(+352) 466 644 6760

Internet site/E-mail:

www.euraxess.lu
euraxess@uni.lu

Activities:

Bridgehead Organisation, Helpdesk , Portal administrator

THE EURAXESS LUXEMBOURG NETWORK

1 steering group	Ministère de l'Enseignement Supérieur et de la Recherche, FNR, Luxinnovation, CRP Gabriel Lippmann, CRP Henri Tudor, CRP Santé, CEPS/INSTEAD, Laboratoire National de Santé
1 bridgehead organisation	University of Luxembourg - EURAXESS Services Centre Luxembourg
1 national network	of 10 institutions
1 helpdesk	EURAXESS Services Centre Luxembourg
Free and personalised assistance on	Entry conditions, visas, work permits, accommodation, banking, health insurance, medical care, IPR, pension rights, culture, language courses, day care, schooling, family issues, research funding, job opportunities, etc.
7 local contact points	CRP Gabriel Lippmann, CRP Henri Tudor, CRP Santé, CEPS/INSTEAD, IBBL, Laboratoire National de Santé, University of Luxembourg
1 national website	www.euraxess.lu





EURAXESS LOCAL CONTACT POINTS

Local contact points provide personalised assistance to **researchers intending to work in their institutions**. For **specific questions related to these institutions**, please **contact their HR departments**.



Centre de Recherche Public
Gabriel Lippmann

CRP Gabriel Lippmann

41, rue du Brill
L-4422 Belvaux
Tel.: (+352) 47 02 61 - 1
Fax: (+352) 47 02 64
Website: www.crp.gl.lu



CRP Henri Tudor

29, avenue John F. Kennedy
L-1855 Luxembourg
Tel.: (+352) 42 59 91 - 1
Fax: (+352) 42 59 91 - 777
Website: www.tudor.lu



CRP Santé

1a-b, rue Thomas Edison
L-1445 Luxembourg
Tel.: (+352) 26 97 0-1
Fax: (+352) 26 97 0-719
Website: www.crp-sante.lu



CEPS/INSTEAD

3, avenue de la Fonte
L-4364 Esch-sur-Alzette
Tel.: (+352) 58 58 55 - 1
Fax: (+352) 58 58 55 - 700
Website: www.ceps.lu



IBBL

6, rue Nicolas Ernest Barblé
L-1210 Luxembourg
Tel.: (+352) 27 44 64 - 1
Fax: (+352) 27 44 64 - 64
Website: www.ibbl.lu



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Laboratoire national de santé

Laboratoire National de la Santé

42, rue du Laboratoire
L-1911 Luxembourg
Tel.: (+352) 49 11 91 - 1
Fax: (+352) 49 11 91 - 320
Website: www.lns.public.lu



Université du Luxembourg

Campus Limpertsberg
162a, avenue de la Faïencerie
L-1511 Luxembourg
Tel.: (+352) 466 644 6681
Fax: (+352) 466 644 6501
Website: www.uni.lu

For further information about research organisations in Luxembourg, please contact:



EURAXESS Services Centre Luxembourg

Tel.: (+352) 466 644 6681
Fax: (+352) 466 644 6501
Website: www.euraxess.lu
E-mail: euraxess@uni.lu





