GRAND DUCHY OF LUXEMBOURG
Consulate General in Shanghai

Residence permit – “Salaried Worker”
居留许可—"受薪工作者”

For this category of residence permit, a simple copy of the documents is sufficient.
对于此类居留许可，仅需提交文件复印件即可。

File information
档案信息

Applicant name 姓名 _____

Embassy 使领馆 _____

Application date 申请日期 _____

File reference 档案编号 _____

Visa type requested (section no.)
申请签证类型（栏目编号）： _____

Mandatory documents 必需文件

☐ A completed and signed National Visa application form (available on guichet.lu or from the embassy/consulate)
已填写完整并签字的长期签证申请表（可在 guichet.lu 网站下载，或向使领馆索取）

☐ One passport-size photograph meeting ICAO standards, taken less than 3 months ago. A non-compliant photo will be rejected.
一张近 3 个月内拍摄、符合国际民用航空组织 ICAO 标准的护照照片。不符合要求的照片将被拒收。

☐ Applicant’s full valid passport (all pages)
- *Your passport must be valid for at least 6 months beyond the intended stay.*
- *It cannot have been issued more than 10 years ago.*

申请人完整且有效的护照（包括所有页面）
- *护照有效期必须至少超过计划停留期限 6 个月。*
- *护照签发时间不得超过 10 年。*

☐ Employment contract, dated and signed by both parties, providing for a gross salary at least equal to the current monthly social minimum wage in Luxembourg
- The employment contract must state the identity of the parties, the start date of the contract, the place of work, the nature of the job, the working hours, and the remuneration.
- Information: the exhaustive list of required clauses is available at https://itm.public.lu/fr/questions-reponses/droit-travail/contrats-travail/a/a7.html

由雇主和雇员双方签字并注明日期的劳动合同，其约定的税前工资不得低于卢森堡现行每月社会最低工资。
- 劳动合同必须注明：合同双方身份信息、合同生效日期、工作地点、工作性质、工作时间以及薪酬。
- 说明：劳动合同所需条款的完整清单可查阅：

https://itm.public.lu/fr/questions-reponses/droit-travail/contrats-travail/a/a7.html

☐ Criminal record extract from the country of current residence, issued less than three months ago, or a sworn affidavit if obtaining such an extract is duly justified as impossible
由当前居住国签发且签发日期在三个月以内的无犯罪记录证明；若有正当理由证明无法获取该证明，则须提供经宣誓的声明书。

☐ Certificate issued by the Employment Development Agency (ADEM) authorising the employer to recruit a person of their choice

- If this certificate includes requirements regarding professional qualifications and experience, supporting documents for these qualifications must also be attached — for example evidence of required language skills or documentation of prior professional experience

由就业发展局（ADEM）签发的证明，授权雇主招聘其自行选择的人员。

- 如该证明中对职业资格或工作经验提出要求，还须附上相关证明文件，例如语言能力证明或既往工作经历证明。

☐ Valid residence permit issued by another EU Member State, if the applicant already resides in the Schengen area
如申请人已居住在申根区，须提供由其他欧盟成员国签发的有效居留许可

Optional documents 可选文件

☐ Document attesting to the Luxembourg equivalence of professional qualifications as a “profession” (i.e. equivalence to the vocational aptitude diploma), which the applicant must have obtained beforehand from the Diploma Recognition Service of the Ministry of National Education, Children and Youth
证明申请人已事先从国民教育、儿童及青年部文凭认证服务处取得相关职业资格的卢森堡等同性认证（即与职业能力文凭相等同）的文件。

☐ Proof that the employer holds a valid business establishment authorization
证明雇主持有有效的营业执照。

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Remarks 备注:

1. The Embassy/the Consulate reserves the right to interview the applicant in person. 使领馆有权对申请者进行面谈。
2. The Embassy /the Consulate reserves the right to request additional documents. 大使馆/领事馆保留向申请人要求提供额外文件的权利。
3. If the documents are not written in French, German, or English, a certified translation by a sworn translator must be included. 如果文件并非用法语、德语或英语书写，则必须附上经宣誓翻译人员出具的认证译文。

Visa fee (签证费)	
Service fee (服务费)	
Courier fee (快递费)	
Other fees (其他费用)	

Applicant/Representative signature 申请人/被委托人签名

Date 日期

Name and signature of VAC processing officer
签证申请中心资料审核员签名

Processing Officer	
Data Officer	
Data Entry System Officer	
Quality Check Officer	