GRAND DUCHY OF LUXEMBOURG
Consulate General in Shanghai

Residence permit – "Intra-Corporate Transferee – Temporary Salaried Worker"

居留许可 – "企业内部调动人员 – 临时受薪工作者"

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)
已填写完整并签署的长期签证申请表（可在 guichet.lu 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 with the sending company, dated and signed by both parties, in force for at least 3 months and valid beyond the duration of the transfer
与派遣公司签订的劳动合同，由双方签署并注明日期，且在派遣开始前已生效至少 3 个月，并在整个派遣期间持续有效

☐ Transfer agreement / assignment letter with the host company, dated and signed by both parties, providing for a gross salary at least equal to the current monthly social minimum wage in Luxembourg

- The transfer agreement / assignment letter must state the identity of the parties, the start date of the contract, the place of work, the nature of the job, the working hours, and the remuneration.
- Information: the exhaustive list of required clauses is available at https://itm.public.lu/fr/questions-reponses/droit-travail/contrats-travail/a/a7.html

与接收实体签订的调动协议 / 派遣函，由双方签署并注明日期，其中约定的税前工资不得低于卢森堡现行每月最低社会工资

- 调动协议 / 派遣函必须注明双方的身份信息、合同生效日期、工作地点、工作性质、工作时间及薪酬。
- 信息：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

☐ Curriculum vitae
个人简历

☐ Diplomas and professional qualifications required for the salaried activity concerned
从事相关受薪工作所需的学历证书及职业资格证明

☐ Certificate of social security affiliation from the country of origin, issued by the sending country, or valid health insurance covering the period of the transfer to Luxembourg (certificate of coverage, form A1)
由派遣国出具的原籍国社会保障参保证明，或覆盖派遣至卢森堡期间的有效保险证明（覆盖证明，A1 表格）

☐ 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

☐ Proof that the host entity established in Luxembourg and the sending company established in a third country belong to the same company or the same group of companies
证明在卢森堡设立的接收实体与在第三国设立的派遣公司属于同一企业或同一企业集团的文件

☐ 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内，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

☐ Proof of professional experience (e.g. work certificates)
职业经验证明（例如工作证明）

☐ Proof that the employer holds a valid business establishment authorisation in Luxembourg
雇主持有卢森堡有效营业设立许可的证明

Remarks 备注:

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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	