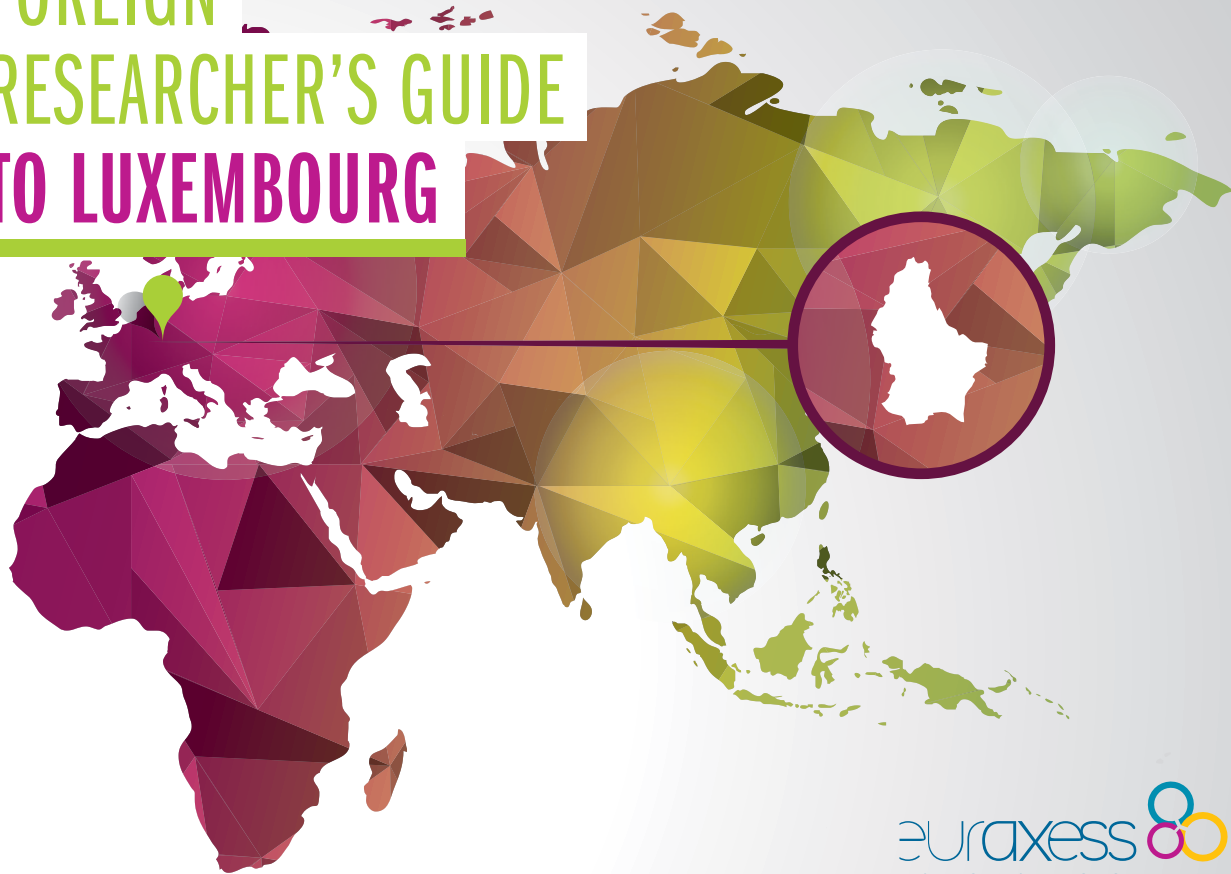


# FOREIGN RESEARCHER'S GUIDE TO LUXEMBOURG





## FOREWORD

Marc Hansen

Minister Delegate for Higher Education and Research

DEAR  
RESEARCHER,  
WELCOME TO  
LUXEMBOURG!

Dear Researcher,

Welcome to Luxembourg! You have arrived in Luxembourg during exciting times:

The last two years were marked by the move of the university and research centers to the vibrant site of Belval, where industrial heritage and innovation provide the backdrop for a new way to live, work and study in Luxembourg.

The new Luxembourg RDI hub is unique in terms of urban life, with its exceptional architecture, and assembles all the elements to become one of the most prestigious innovation ecosystems in Europe. A variety of research and innovation actors can be found on site: the University of Luxembourg, research institutions, a business incubator, the National Research Fund and the National Agency for Innovation and Research.

Belval underlines the commitment of the Luxembourg government to keeping investments in research and innovation high over the coming years.

State-of-the-art research and training facilities appraised highly by international evaluators are important assets of the young and energetic research environment you will find in Luxembourg.

Although research infrastructures are certainly an important factor in fostering innovation, the real driving force behind are the researchers. Not only post-doctoral but also PhD candidates benefit from stable working conditions with employment contracts providing highly competitive salaries and full social security and pension coverage.

In addition, located in the heart of Europe, Luxembourg's highly international and multilingual research landscape offers many opportunities to collaborate on cross-border projects. Researchers may profit from the diversity and the complementarity of the "University of the Greater Region", a cross-border association of universities from Luxembourg, France, Germany and Belgium.

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 Service 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 issues.

**I wish you a productive and memorable stay in Luxembourg!**





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## ONS HEEMECHT

National anthem of Luxembourg

Michel Lentz, 1859

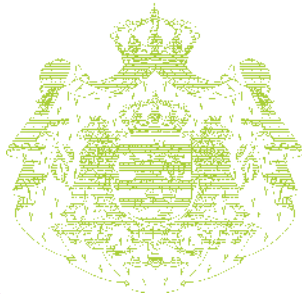
Where the Alzette slowly flows,  
The Sauer plays wild pranks,  
Where fragrant vineyards amply grow  
On the Moselle's banks;  
There lies the land for which we would  
Dare everything down here,  
Our own, our native land which ranks  
Deeply in our hearts.

O Thou above whose powerful hand  
Makes States or lays them low,  
Protect this Luxembourgish 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'Natioun leet.  
Behitt Du d'Lëtzebuerger Land  
Vru friemem Joch a Leed!  
Du hues ons all als Kanner schon  
de fräie Geesch jo gin.  
Looss viru blénken d'Fräiheetssonn  
déi mir sou laang gesin.**





## > ABOUT LUXEMBOURG

- THE RESEARCH LANDSCAPE IN LUXEMBOURG
- PRACTICAL INFORMATION
- EURAXESS LUXEMBOURG





## GEOGRAPHY

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

**Geographically, Luxembourg is made up of 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 changes completely and you will end up in a far more densely populated area called the 'Gutland'. This is where you will find the capital Luxembourg City, home to a number of 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 115,200, Luxembourg City is the largest, and down in the south, Esch-sur-Alzette, is the second largest (+/-34,000). The major industries (steel) that have contributed to the country's wealth over the past centuries are also based here.







POPULATION

± **115,200**

LUXEMBOURG

± **34,000**

ESCH/ALZETTE

SOME INTERESTING

FACTS

Length	82 km (51 miles) north to south
Width	57 km (35 miles) east to west
Borders	<b>Eastern:</b> Our, Sûre and Moselle rivers border Germany <b>Southern:</b> France <b>Western and northern:</b> Belgium
Total border length	359 km (223 miles)
High point	Wilwerdange - 560 m (0.35 miles)
Cantons	<b>12:</b> Capellen, Clervaux, Diekirch, Echternach, Esch/Alzette, Grevenmacher, Luxembourg, Mersch, Redange, Remich, Vianden, Wiltz
Communes	<b>106</b>

**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 particularities originating from its long history. The country's very existence in the 21<sup>st</sup> 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 acquired before. You can visit the remains of Lucilinburhuc castle on the Bock promontory, in the Old Centre of Luxembourg City.

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 country into an independent Duchy by the 14<sup>th</sup> 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 powers until 1867, when the fortress was razed following a near war between the German and French Empires.

The Duchy of Luxembourg became a Grand Duchy in 1815, before gaining its formal independence in 1839. With a background dominated largely by agriculture and 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 gained worldwide fame for hosting the signing ceremony of the **Schengen Agreement** in 1985. The ensuing Schengen Area operates very much like a single area 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.**



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





## ECONOMY

**The Grand Duchy of Luxembourg is renowned for its political and social stability, skilled and multilingual workforce, state-of-the-art infrastructure, excellent connectivity to markets, as well as for its favorable legal environment and financial climate.**

Over the last decades, Luxembourg has become one of the leading financial centers in Europe and the world. Simultaneously, the government has consistently carried an economic diversification policy, investing heavily in key areas where the country is on the forefront: logistics, clean technologies, bio and health technologies, automotive components and information and communications technologies in general.

Luxembourg, a European capital, has earned a justified reputation as a reliable hub for cross border businesses. Global players of all sizes use the country as a base from which to serve markets around the world. Investment and

innovation are encouraged through a legal and regulatory framework designed to support business creation and economic development.

**Boosting research, development and innovation (RDI) is a national priority, and successive governments have been highly supportive of investment in both public and private research.** Innovative start-ups are incubated, hosted and coached in publicly-owned facilities to ease their early development and access to State services and support.

Companies receive **substantial funding for R&D projects and support from the Government** that allow them to come up with new innovative products, services and processes. Depending of the type and quality of the RDI effort and the size of the enterprise, state aids between 15 and 80% of the eligible cost of a project or program are available.



A number of international industrial groups, such as ArcelorMittal, Delphi, Goodyear and SES, have chosen to locate R&D operations in the Grand Duchy, thereby taking advantage of the proximity of Luxembourg's public research sector, which has developed considerably over the past few years. Today, the University of Luxembourg and several other research centres with various specialisations make up the public research environment in Luxembourg.



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# INVESTMENTS MADE BY THE STATE: INDUSTRY FINANCE NEW TECHNOLOGY INNOVATION RESEARCH



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## POLITICAL SYSTEM

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

## PARLIAMENTARY DEMOCRACY

### POLITICAL SYSTEM

Official designation	<b>Grand Duchy of Luxembourg</b>
Form of government	<b>Parliamentary democracy within the framework of a constitutional monarchy</b>
Head of state	<b>HRH Grand Duke Henri</b>
Head of government	<b>Prime Minister Xavier Bettel</b>



As in all parliamentary democracies, the separation of powers is flexible in Luxembourg: there are many links between the legislative and executive powers. Only the judicial power is totally independent. 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.

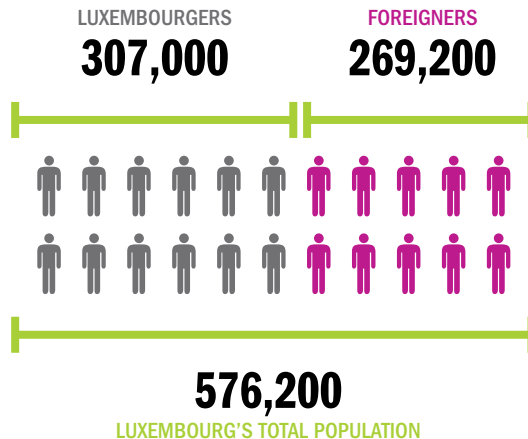
In the Grand Duchy, voting is a compulsory act of citizenship. Parliamentary elections are held every five years. The sixty members of the Chamber of Deputies are elected by universal suffrage and proportional representation. At municipal elections, municipal councillors are elected directly by the inhabitants of the municipality for a six-year term of office. Every five years, Luxembourgers elect, by direct universal suffrage, six representatives of Luxembourg to the European Parliament. Luxembourgish nationals have the right to vote and to stand as candidates in elections from the age of 18. Since December 2013, a coalition government comprising the Democratic Party (DP), the Luxembourg Socialist Workers' Party (LSAP) and the Green Party (Déi Gréng) has been in office.





# POPULATION

With a population of 576,200 **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	<b>307,000</b>
Portuguese	<b>93,100</b>
French	<b>41,700</b>
Italian	<b>20,300</b>
Belgian	<b>19,400</b>
German	<b>12,800</b>
British	<b>6,100</b>
Netherlands	<b>4,000</b>
Other EU countries	<b>32,100</b>
Other	<b>39,700</b>
<b>TOTAL POPULATION</b>	<b>576,200</b>

Source: Statec,  
website: Population par sexe et par nationalité au 1er janvier  
1981, 1991, 2001-2016, Mars 2016.

# 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

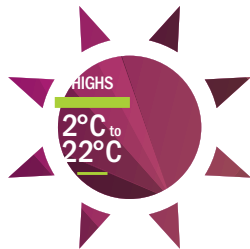
Like most of Western Europe, Luxembourg has a **moderate climate**. The seasons are characterised by cool summers and cold, cloudy and humid winters.

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'.

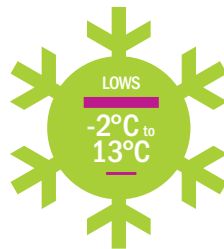
For the festive period at the end of the year, the weather can also become dry, cold or snowy.

## TIME ZONE

**GMT/UTC +1**



**HOTTEST**  
**MONTH: JULY**



**COLDEST**  
**MONTH: JANUARY**



# RELIGION

## RELIGION

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

Source: BORSENBERGER M., DICKES P., Religions au Luxembourg.  
Quelle évolution entre 1999-2008? CEPS/INSTEAD, 2011, coll.  
Les Cahiers du CEPS/INSTEAD n°2011-02, 36 p.

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](http://www.religion.lu)







# 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 **11** which **received Michelin stars in 2016**.

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.

Tip is included in the bill. However, as in other European countries, it is customary to leave an additional amount (between 5% and 10%).



## TYPICAL LUXEMBOURGISH

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
Rieslingspaschtéit	Meat pie with Riesling wine



### WINE PRODUCTION

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

**In the 'Guide Hachette des vins 2017',  
35 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](http://www.explorator.lu)  
[www.resto.lu](http://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 (Air France, British Airways, KLM, Lufthansa, Easyjet, Ryanair and many others) also fly to Luxembourg.

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

### FLIGHT INFORMATION

[www.lux-airport.lu](http://www.lux-airport.lu)  
[www.luxair.lu](http://www.luxair.lu)

## MOTORWAYS

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

### MOTORWAYS

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

## 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).

All information  
about your arrival  
in Luxembourg  
p. 60

### 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 31 minutes**.

### BUSES (LUXEMBOURG CITY)

You can travel anywhere on Luxembourg City's bus network for two hours, for only **2 EUR** or for frequent travel, buy a monthly or yearly pass. Tickets can be bought in various shops amongst which post offices, Hamilius bus station, train station or in the bus directly. Be aware that bank notes are not accepted in the bus.

#### 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.

### PUBLIC TRANSPORT

[www.mobiliteit.lu](http://www.mobiliteit.lu)



mobilitéits  
zentral

### 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 17 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.**

### RENTING A BICYCLE

\*[www.veloh.lu](http://www.veloh.lu)  
\*\*[www.velok.lu](http://www.velok.lu)





# NATIONAL HOLIDAYS

## PUBLIC HOLIDAYS

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

## SCHOOL HOLIDAYS

Carnival holidays	<b>1 week</b>
Easter holidays	<b>2 weeks</b>
Whitsun holidays	<b>1 week</b>
Summer holidays	<b>2 months</b>
All Saints' Day holidays	<b>1 week</b>
Christmas holidays	<b>2 weeks</b>





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## > THE RESEARCH LANDSCAPE IN LUXEMBOURG

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# POLICY AND STRATEGY

**Public research in Luxembourg is young and dynamic with research policy contributing to the transition of the country towards a knowledge-based society.**

The overarching rationale behind research policy is to strengthen innovation as a driver of sustainable socio-economic development and to contribute to a further diversification of the economy by developing new and strengthening existing high added-value economic activities.

In this sense, research and innovation policy has been one of the major priorities of the Government since 1999 with Government budget outlays rising from 28 million euros in 2000 to approximately 400 million euros in 2016. This proactive and committed policy approach puts Luxembourg firmly on the map of European research. This is illustrated among others with the position of the University of Luxembourg, while only created in 2003, ranging 14th in the latest “Times Higher Education” ranking of the 150 Universities under 50 years.

**Public research is mostly performed at**

- the University of Luxembourg;
- one of the 3 public research centres;
  - Luxembourg Institute of Technology (LIST)
  - Luxembourg Institute of Health (LIH)
  - Luxembourg Institute of Socio-Economic Research (LISER)
- the Max-Planck Institute for International, European and Regulatory Procedural Law

Since 2015, most of the public higher education and research activities are co-located in Belval, a former industrial brownfield reconverted for a budget of close to 1 billion euros. Belval is the illustration per excellence of the “knowledge triangle” of research, higher education and innovation. The colocation of science and innovation on the same site opens opportunities for cooperation and interdisciplinarity as well as the consolidation of common functions.





The policy strategy for the coming years encompasses the development of a holistic research and innovation approach. Key priorities include the consolidation of critical mass in a small country setting, the fostering of cooperation between the actors, the development of a culture of knowledge transfer and reaching out to the economy and society at large without neglecting the international dimension that is essential for a strong science and innovation base.

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







# INTELLECTUAL PROPERTY RIGHTS

## 1. REGULATION OF IPRs IN LUXEMBOURG

According to the World Intellectual Property Organization (WIPO), the term 'intellectual property' refers to 'creations of the mind: inventions, literary and artistic work, and symbols, names, images or designs used in commerce'. Intellectual Property Rights (IPRs) are a complex legal issue and law regulating them can vary from country to country. Policies and practices should define sharing of ownership of the IPR generated between the researchers and the employers or any other third party (including commercial or industrial organisation). In the case of third parties, the ownership should be provided for under specific collaboration agreements or other types of agreement.

Intellectual property is divided into two categories:

**1. Industrial property** that mainly includes patents, trademarks, industrial designs, and geographic indications.

A patent is an exclusive right granted for an invention (product or process) that provides a new way of doing something, or that offers a new technical solution to a problem. Patents are generally valid in individual countries for specified periods (generally 20 years). They are granted by a national patent office (in Luxembourg

the Intellectual property office, Ministry of the Economy) or a regional one (like the European Patent Office (EPO) or the World Intellectual Property Organization (WIPO)). Patents confer the right to prevent third parties from making, using or selling the invention without their owners' consent on the territories where they are protected.

A trademark is a distinctive sign that identifies goods or services produced or provided by an individual or a company. For Luxembourg, the Benelux Office for Intellectual Property (BOIP) gives the exclusive right to use the trademark within the 3 Benelux countries for a period of 10 years. A European trade mark offering protection throughout the EU can also be granted by the European Intellectual Property Office (EUIPO).

An industrial design refers to the ornamental or aesthetic aspects of an article. A design may consist of three-dimensional features or two-dimensional features, such as patterns, lines or color. The competent authorities to register an industrial design in Luxembourg are the BOIP, granting protection for the 3 Benelux countries, and the EUIPO, granting protection throughout the European Union with its Community Design.



A geographical indication is a sign used on goods that have a specific geographical origin and possess qualities or a reputation due to that place of origin.

**2. Literary and artistic property**, which includes copyright (literary works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs, software, etc.), as well as rights related to copyright. Programs and databases benefit from copyright protection.

## 2. LUXEMBOURG: AN IP-CONSCIOUS COUNTRY

Luxembourg has been proactive in developing its IP standards, and is party to all the major IP treaties and conventions. For example, the country signed the European Patent Convention in October 1977, which established the European Patent Office (EPO).

Luxembourg is well aware of the importance of IP and thus offers a responsive and supportive environment to stimulate intellectual property management. Therefore the authorities have created a safe environment for IP by implementing EU directives as well as international agreements and treaties.





### 3. THE INTELLECTUAL PROPERTY INSTITUTE LUXEMBOURG (IPIIL)

**One of the key elements in the Luxembourg Government's policy of adding value and support in the field of IP has been the creation of the Intellectual Property Institute Luxembourg (IPIIL). Officially approved in August 2014, the IPIIL gathers, within one place, both national and international expertise in identification, securisation, protection, exploitation and legal aspects of IP rights.**

IPIIL is actively involved in European networks and projects, e.g. as part of the consortium of the European IPR Helpdesk. This official IP service initiative of the European Commission provides free-of-charge, first-line advice and information on Intellectual Property (IP) and Intellectual Property Rights (IPRs). The service is targeted at researchers and European small and medium-sized enterprises (SMEs) participating in EU-funded collaborative research projects. In addition, it addresses SMEs involved in international technology transfer processes.

### 4. LEGAL TEXTS

Most legal texts can be found at the Intellectual property office at the Ministry of the Economy:

[www.gouvernement.lu/pi](http://www.gouvernement.lu/pi)

### 5. MAIN INSTITUTIONS MANAGING IPRs

#### **Luxembourg:**

- Intellectual property office, Ministry of the Economy:  
[www.gouvernement.lu/pi](http://www.gouvernement.lu/pi)
- Intellectual Property Institute Luxembourg (IPIIL):  
[www.ipil.lu](http://www.ipil.lu)
- Benelux Office for Intellectual Property (BOIP):  
[www.boip.int](http://www.boip.int)



### Europe:

- European Patent Office (EPO):  
[www.epo.org](http://www.epo.org)
- Free patent information:  
[www.epo.org/searching/free/espacenet.html](http://www.epo.org/searching/free/espacenet.html)  
(free access to more than 90 million patent documents worldwide from 1836 til today)
- European Union Intellectual Property Office (EUIPO):  
[euiipo.europa.eu](http://euiipo.europa.eu)
- European IPR Helpdesk:  
[www.iprhelpdesk.eu](http://www.iprhelpdesk.eu)  
(official IP service initiative of the European Commission providing free-of-charge, first-line advice and information)

EUROPEAN IPR HELPDESK  
[www.iprhelpdesk.eu](http://www.iprhelpdesk.eu)



### Worldwide:

- World Intellectual Property Organization (WIPO):  
[www.wipo.org](http://www.wipo.org)

INTELLECTUAL  
PROPERTY INSTITUTE  
LUXEMBOURG

134, route d'Arion  
L-8008 Strassen

[www.ipil.lu](http://www.ipil.lu)

INTELLECTUAL  
PROPERTY OFFICE

19-21, boulevard Royal  
L-2449 Luxembourg

[www.gouvernement.lu/pi](http://www.gouvernement.lu/pi)

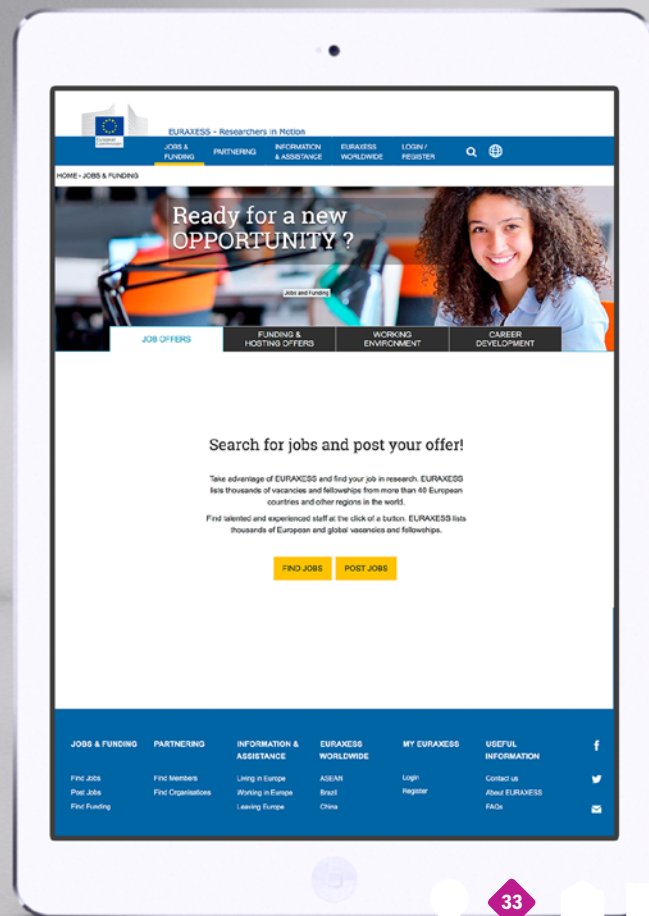
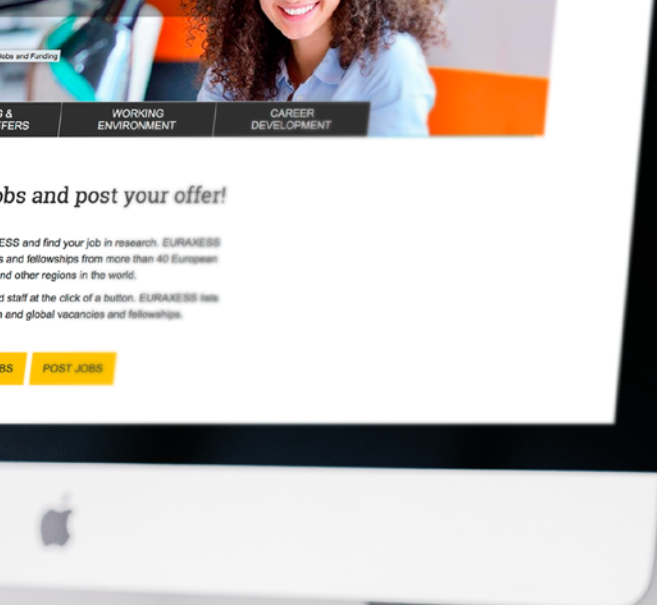
# FIND A JOB IN RESEARCH

**EURAXESS JOBS** is a pan-European research-related **job platform** which deals with jobs both in **academic** and **industrial research**.

You, as researcher, can:

- apply to job offers and fellowships in research in Luxembourg and abroad
- post your cv online in order to be contacted by potential recruiters.







## FUNDING



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

The type of funding available depends on the career level of the researcher and their research field. National funding for public research is handled by the Luxembourg National Research Fund (FNR).

The European Commission offers funding opportunities for both individual researchers (e.g. Marie Skłodowska Curie Fellowships) and research institutions, under its Horizon 2020 programme. Luxinnovation is the Luxembourg national contact point for participation in Horizon 2020.





## 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 Luxembourg National Research Fund (FNR) through its various funding schemes. **FNR's two main funding instruments are the multiannual research programmes** (where funding is exclusively targeting researchers based in Luxembourg institutions working within 5 broadly defined thematic priorities) **and the AFR individual grant scheme for doctoral and post-doctoral researchers, both in Luxembourg and abroad.** As a result of a new FNR law, voted in 2014, the FNR is able to award AFR grants collectively. This new way of attributing PhD grants to institutions is implemented in 2015 under the new PRIDE scheme.

In general, the FNR programmes are based on competitive funding and finance projects linked to research activities in Luxembourg. They also support doctoral candidates 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.

The FNR encourages and financially supports Private-Public Collaborations for all career stages in research with its AFR-PPP and CORE-PPP programmes.



### Private sector research

**Companies can also benefit from funding to finance their R&D and innovation.** The Ministry of the Economy offers a range of specific support schemes, including support to experimental development, industrial research and fundamental research in private-sector organisations. Luxinnovation provides information and support for applicants.

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

## THE FNR SUPPORTS RESEARCHERS ALL ALONG THEIR CAREERS!

LUXEMBOURG  
NATIONAL RESEARCH  
FUND (FNR)

Tel.: (+352) 261 925 1  
[www.fnr.lu](http://www.fnr.lu)





LEVEL	NATIONAL FUNDING	CONTACT
<b>First stage researcher (R1)</b>	<ul style="list-style-type: none"> <li>• AFR PhD Grants</li> <li>• AFR-PPP PhD &amp; Postdoc Grants for Innovation &amp; Industry Partnerships</li> <li>• FNR Support for Research Communication</li> <li>• FNR Support for Promoting Science to the Public</li> <li>• PRIDE Research Intensive Doctoral Education</li> </ul>	<a href="http://www.fnr.lu/afrr">www.fnr.lu/afrr</a> <a href="http://www.fnr.lu/afrr-ppp">www.fnr.lu/afrr-ppp</a>  <a href="http://www.fnr.lu/rescom">www.fnr.lu/rescom</a> <a href="http://www.fnr.lu/psp">www.fnr.lu/psp</a> <a href="http://www.fnr.lu/pride">www.fnr.lu/pride</a>
<b>Recognised researcher (R2)</b>	<ul style="list-style-type: none"> <li>• AFR Post-doc Grants, limited to PPP from 2015 onwards</li> <li>• CORE Junior</li> <li>• CORE-PPP Project Funding for Innovation &amp; Industry Partnerships</li> <li>• FNR Support for Research Communication</li> <li>• FNR Support for Promoting Science to the Public</li> <li>• Marie-Curie Fellowships</li> </ul>	<a href="http://www.fnr.lu/afrr-ppp">www.fnr.lu/afrr-ppp</a> <a href="http://www.fnr.lu/core">www.fnr.lu/core</a> <a href="http://www.fnr.lu/core-ppp">www.fnr.lu/core-ppp</a>  <a href="http://www.fnr.lu/rescom">www.fnr.lu/rescom</a> <a href="http://www.fnr.lu/psp">www.fnr.lu/psp</a> <hr/> <a href="http://www.luxinnovation.lu">www.luxinnovation.lu</a>
<b>Established researcher (R3)</b>	<ul style="list-style-type: none"> <li>• ATTRACT</li> <li>• FNR INTER Mobility Programme</li> <li>• CORE</li> <li>• CORE-PPP Project Funding for Innovation &amp; Industry Partnerships</li> <li>• INTER Related Calls</li> <li>• Proof-of-Concept</li> <li>• FNR Support for Research Communication</li> <li>• FNR Support for Promoting Science to the Public</li> <li>• Marie-Curie Fellowships</li> </ul>	<a href="http://www.fnr.lu/attract">www.fnr.lu/attract</a> <a href="http://www.fnr.lu/mobility">www.fnr.lu/mobility</a> <a href="http://www.fnr.lu/core">www.fnr.lu/core</a> <a href="http://www.fnr.lu/core-ppp">www.fnr.lu/core-ppp</a>  <a href="http://www.fnr.lu/inter">www.fnr.lu/inter</a> <a href="http://www.fnr.lu/poc">www.fnr.lu/poc</a> <a href="http://www.fnr.lu/rescom">www.fnr.lu/rescom</a> <a href="http://www.fnr.lu/psp">www.fnr.lu/psp</a> <hr/> <a href="http://www.luxinnovation.lu">www.luxinnovation.lu</a>
<b>Leading researcher (R4)</b>	<ul style="list-style-type: none"> <li>• PEARL</li> <li>• FNR INTER Mobility Programme</li> <li>• CORE</li> <li>• CORE-PPP Project Funding for Innovation &amp; Industry Partnerships</li> <li>• INTER Related Calls</li> <li>• Proof-of-Concept</li> <li>• FNR Support for Research Communication</li> <li>• FNR Support for Promoting Science to the Public</li> </ul>	<a href="http://www.fnr.lu/pearl">www.fnr.lu/pearl</a> <a href="http://www.fnr.lu/mobility">www.fnr.lu/mobility</a> <a href="http://www.fnr.lu/core">www.fnr.lu/core</a> <a href="http://www.fnr.lu/core-ppp">www.fnr.lu/core-ppp</a>  <a href="http://www.fnr.lu/inter">www.fnr.lu/inter</a> <a href="http://www.fnr.lu/poc">www.fnr.lu/poc</a> <a href="http://www.fnr.lu/rescom">www.fnr.lu/rescom</a> <a href="http://www.fnr.lu/psp">www.fnr.lu/psp</a>

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





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## EU FUNDING AND OTHERS

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

You can find them on the Euraxess job portal.

For example:



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### HORIZON 2020

<http://ec.europa.eu/programmes/horizon2020/>

#### Horizon 2020

European Framework Programme for research and Innovation (2014-2020)



#### ESA

European Space Agency

[www.esa.int](http://www.esa.int)



#### EUREKA

Intergovernmental Initiative

[www.eurekanetwork.org](http://www.eurekanetwork.org)



[www.cost.eu](http://www.cost.eu)

#### COST

Intergovernmental Network



[www.eurostars-eureka.eu](http://www.eurostars-eureka.eu)

#### Eurostars



[www.aal-europe.eu](http://www.aal-europe.eu)

#### AAL

Ambient Assisted Living



[http://ec.europa.eu/regional\\_policy/en/funding/erdf/](http://ec.europa.eu/regional_policy/en/funding/erdf/)

#### ERDF

European Regional Development Fund



<http://eca.state.gov/fulbright>

#### Fulbright

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



## KEY ACTORS

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

### GOVERNMENT BODIES

Two 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*



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



Fonds National de la  
Recherche Luxembourg

The **Luxembourg National Research Fund (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.

NATIONAL AGENCY  
FOR INNOVATION AND RESEARCH

**LUXINNOVATION**



**Luxinnovation**, the National Agency for Innovation and Research, is a key partner for entrepreneurs, researchers and foreign investors interested in launching innovative activities in Luxembourg. The Agency proposes an extensive range of high-value, complimentary services to companies and drives major cooperation projects in partnership with research and technology organisations.

[www.fnr.lu](http://www.fnr.lu)  
[www.luxinnovation.lu](http://www.luxinnovation.lu)



## PUBLIC RESEARCH ACTORS

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

### PUBLIC RESEARCH ACTORS



#### Luxembourg Institute of Socio-Economic Research (LISER)

LISER is a Luxembourgish public research institute under the jurisdiction of the Ministry of Higher Education and Research. Based on empirical evidence, the Institute wants to provide well-grounded and clear-cut answers to policy relevant questions.

The research activities of the Institute are carried out by 3 scientific departments:

- Labour Market (un/employment, cross-border work, ICT, etc.)
- Living Conditions (inequality, poverty, educations, health, etc.)
- Urban Development & Mobility (housing, mobility, regional convergence, etc.)

and 1 transversal coordination platform that is covering two major tasks: the provision of common service (survey data collection, generation of data, etc...) and stimulating synergies by transversal research activities.

[www.liser.lu](http://www.liser.lu)



#### Integrated Biobank of Luxembourg (IBBL)

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

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

[www.ibbl.lu](http://www.ibbl.lu)



#### Luxembourg Institute of Health (LIH)

LIH is a public biomedical research organization which generates knowledge on disease mechanisms and contributes to the development of new diagnostics, preventive strategies, innovative therapies and clinical applications in the areas of:

- Infection & Immunity
- Oncology
- Population Health

LIH puts a strong focus on creating economic and societal value. It offers expertise and services in:

- Clinical trials
- Epidemiological studies
- Methodology and statistics
- Experimentation at BSL3 level
- Confocal microscopy
- Flow and mass cytometry
- Genomics and proteomics analysis
- Biomarkers identification
- Biological samples storage and handling (IBBL)

[www.lih.lu](http://www.lih.lu)



### **Luxembourg Institute of Science and Technology (LIST)**

LIST is a mission-driven Research and Technology Organization (RTO) that develops advanced technologies and delivers innovative products and services to industry and society. LIST supports the deployment of a number of solutions to a wide range of sectors, at national and European level:

- energy
- IT
- telecommunications
- environment
- agriculture
- advanced manufacturing

[www.list.lu](http://www.list.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-astronomy
- paleontology
- population biology
- vertebrate and invertebrate zoology

[www.mnhn.lu/science](http://www.mnhn.lu/science)



Max Planck Institute  
LUXEMBOURG  
for Procedural Law

### **Max Planck Institute Luxembourg for International, European and Regulatory Procedural Law (MPI Luxembourg)**

This research institute of the renowned Max Planck Society comprises three departments which investigate the legal aspects of dispute resolution from the perspective of

- Public international law
- European and comparative civil procedural law
- Regulatory procedural law

[www.mpi.lu](http://www.mpi.lu)



### **University of Luxembourg**

Its main missions are research, fundamental and applied, and education from bachelors through to the PhD with three Faculties and three Interdisciplinary Centers performing research in the areas of

- Sciences and Engineering
- Law
- Economy and Finance
- Information and Communication Technology
- Languages and Literature
- Human Sciences and Educational Sciences
- Digital History
- System Biomedicine

[www.uni.lu](http://www.uni.lu)



## CHAMBERS AND PROFESSIONAL FEDERATIONS

The Chambers and professional federations represent companies and businesses based in Luxembourg. They support 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 sectors of business other than agriculture and craft industries and fulfils its role as guardian of the interests of Luxembourg companies. The Chamber of Commerce is Luxembourg's largest professional organization with 50,000 affiliated members, accounting for 75% of total employment and representing 80% of GDP.

[www.cc.lu](http://www.cc.lu)



#### Chambre des Métiers (Chamber of Skilled Trades & Crafts)

Is the institutional representative of the skilled trades & crafts sector and defends the interests of this important sector of the Luxembourg economy before the political and public authorities.

[www.cdm.lu](http://www.cdm.lu)



#### Fédération des Artisans

Roof organisation of 51 professional federations in the skilled crafts sector.

[www.fda.lu](http://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](http://www.fedil.lu)



#### CLC (Luxembourg Trade Confederation)

Represents professional federations and independent entrepreneurs in the sector of commerce, transport and services.

[www.clc.lu](http://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/cooperer/trouver-partenaires/index.php](http://www.innovation.public.lu/en/cooperer/trouver-partenaires/index.php)





## BELVAL, THE CITY OF SCIENCE

**Belval** in the south of Luxembourg **has become the new city of Science**. What was once the site of Luxembourg's biggest ironworks, is now **one of the most ambitious urban development projects in Europe** that uniquely integrates parts of the former industrial site in the new concept. The construction began in 2004 and is still in progress.

Belval offers a unique mix of places to work, study and enjoy life created on a site equal in size to 120 football pitches. It will provide **housing for up to 7,000 people** of all generations and at the same time, up to **25,000 people will be able to work, research and study there**.

It now hosts most institutions active in the field of research, development and innovation in Luxembourg such as **FNR, LISER, LIST, Luxinnovation, the University of Luxembourg** and a part of **LIH (House of Biohealth)** as well as many start-up companies.



25,000

people  
working, conducting  
research and  
studying.

HOUSING

for up to  
7,000  
people





FOR MORE  
INFORMATION:

[www.agora.lu](http://www.agora.lu)

[www.belval.lu](http://www.belval.lu)

[www.esch.lu](http://www.esch.lu)

[www.fonds-belval.lu](http://www.fonds-belval.lu)

A vibrant and worthwhile place to live, Belval offers a wide range of **cultural and social activities**. Whether the cinema, concerts, exhibitions, a walk in the park, a delicious cocktail in one of many bars, a relaxed lunch or a smart dinner, there's plenty to enjoy in Belval. It has everything, just a bike ride or a short walk away. It is just a few minutes away from the centre of **Esch/Alzette, the second biggest city of Luxembourg**, where you may find a hospital, a theatre, a big sport centre and much more.

The direct motorway link offers quick connection to Luxembourg City, Belgium, France and Germany. Luxembourg's International Airport is only 38 minutes away by car. Frequent buses and its own railway connection guarantee easy access for workers, customers and business partners.

To discover more on this project, visit the permanent exhibition "**Belval & more**" in the former "**Massenoire**" building under blast furnace A, opposite the Rockhal.

Admission: free

**Opening hours:**

Wednesday to Friday, from 12 noon to 6pm

Saturday from 10am to 6pm and Sunday from 2pm to 6pm

For more information about the exhibition:

**Le Fonds Belval**

[fb@fonds-belval.lu](mailto:fb@fonds-belval.lu)

Tel: +352 26 840-1

[www.fonds-belval.lu](http://www.fonds-belval.lu)



- 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.

**MINISTÈRE DES AFFAIRES  
ÉTRANGÈRES ET EUROPÉENNES**  
(MINISTRY OF FOREIGN AFFAIRS)

Direction de l'Immigration  
B.P. 752 - L-2017 Luxembourg  
Tel.: (+352) 247-84040  
14.00 - 16.00  
Fax: (+352) 22 16 08  
[www.mae.lu](http://www.mae.lu)





# 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.

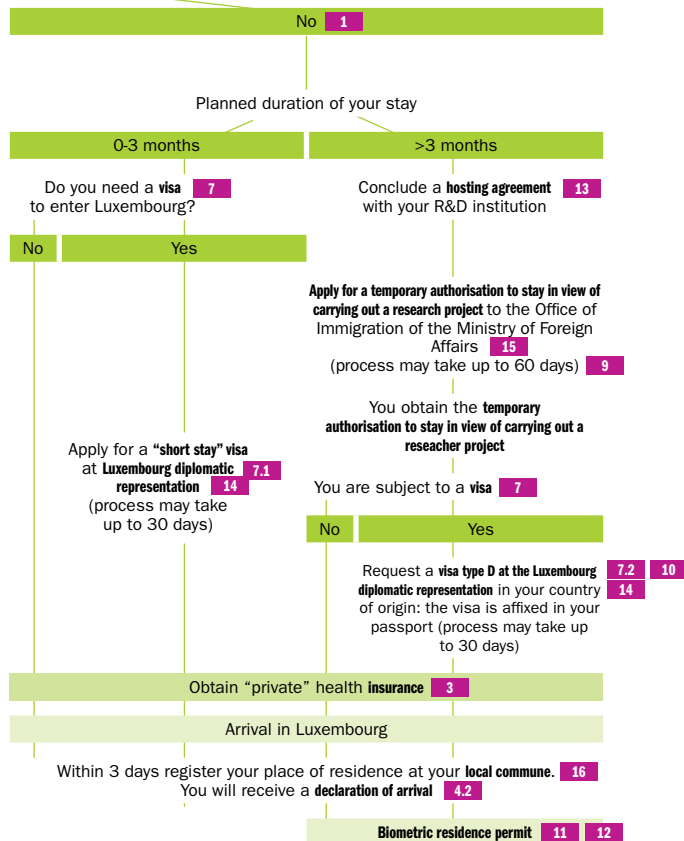
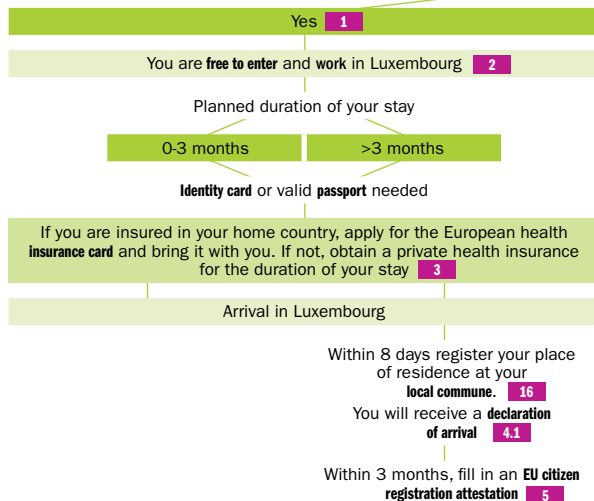
**Here are a few tips that can save you some valuable time:**

- 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.**



## ARE YOU A CITIZEN OF , 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, Croatia, 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.

**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, etc. Find your insurance company on [www.editus.lu](http://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 Croatian 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.gouvernement.lu/4843909/pays-obligation-visa](http://www.gouvernement.lu/4843909/pays-obligation-visa)

or contact the local Luxembourg diplomatic or consular mission (see **14**).

**Visa fees:** Depending on the type, the cost of a visa can range from 50 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.guichet.public.lu/citoyens/fr/immigration/moins-3-mois/ressortissant-tiers/entree-visa/index.html](http://www.guichet.public.lu/citoyens/fr/immigration/moins-3-mois/ressortissant-tiers/entree-visa/index.html)



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, Type C visa, please visit:

[www.guichet.public.lu/entreprises/en/ressources-humaines/recrutement/ressortissant-pays-tiers/visa/](http://www.guichet.public.lu/entreprises/en/ressources-humaines/recrutement/ressortissant-pays-tiers/visa/)



**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/entreprises/en/ressources-humaines/recrutement/ressortissant-pays-tiers/visa/](http://www.guichet.public.lu/entreprises/en/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 80 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.guichet.public.lu/citoyens/fr/immigration/plus-3-mois/ressortissant-tiers/chercheur/chercheur-pays-tiers/index.html](http://www.guichet.public.lu/citoyens/fr/immigration/plus-3-mois/ressortissant-tiers/chercheur/chercheur-pays-tiers/index.html)



You must **undergo a first medical examination** by a Luxembourg doctor, followed by a **tuberculosis test** at the ‘*Ligue médico-sociale*’ ([www.ligue.lu](http://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.gouvernement.lu/4505327/missions-diplomatiques-et-consulaires-luxembourgeoises](http://www.gouvernement.lu/4505327/missions-diplomatiques-et-consulaires-luxembourgeoises)





**15 Ministry of Foreign Affairs, Immigration:**

Ministère des Affaires étrangères et européennes  
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](http://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.guichet.public.lu/citoyens/fr/immigration/moins-3-mois/index.html](http://www.guichet.public.lu/citoyens/fr/immigration/moins-3-mois/index.html)







#### 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.guichet.public.lu/citoyens/fr/immigration/en/index.html](http://www.guichet.public.lu/citoyens/fr/immigration/en/index.html)

**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:

- **Taxi:** about 25 EUR.
- **Bus: line 16** (Eurobus) and **line 29** departure every 10-15 minutes (from monday to friday! saturdays & sundays: 20-30min)

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

**Cost of fare:** 2 EUR.

**Duration:** about 20 minutes.

## Travelling from the airport to Esch-Belval:

- **Taxi:** about 80 EUR (30 minutes).
- **Train:** First take the bus to the Luxembourg Central Station. Then take the train **line 60** departure from Luxembourg to Rodange every 15-20 minutes. (mo-sa every 15 minutes, sunday mornings only one per hour, then every 30 minutes from noon to 11.50pm)

**Main stops:** Luxembourg, Bettembourg, Esch/Alzette, Belval-Université, Pétange, Rodange.

**Cost of fare:** 2 EUR.

**Duration:** about 30 minutes.

## PLAN YOUR TRIP

### MOBILITÉITSZENTRAL

Tel.: (+352) 2465 2465

**Monday to Friday:**  
06.00 - 22.00

**Saturday and Sunday:** 08.00  
- 20.00

[www.mobiliteit.lu](http://www.mobiliteit.lu)



### Travelling from the airport to Luxembourg City by taxi

Taxis are outside the Luxembourg Airport terminal building entrance. Currently the average one-way fare to Luxembourg Central Station is **30 EUR** and takes about **15 minutes** depending on traffic conditions.

In Luxembourg, taxis cannot be stopped by waving your arms. They are parked at designated spots throughout the city. However, they can also be called or reserved by phone. You can find taxi services in Luxembourg's phone directories:

#### ONLINE PHONE DIRECTORIES

[www.editus.lu](http://www.editus.lu)

[www.yellow.lu](http://www.yellow.lu)



### TRAVELLING BY TRAIN TO LUXEMBOURG

The Luxembourg City station is located south of the City Centre, 5 minutes away by car and 20 minutes by foot.

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	2-10



### PLANNING YOUR JOURNEY BY CAR

Apart from satellite navigation systems, you can plan your trip using a website such as [www.mappy.com](http://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 BY A MEMBER STATE OF THE EEA (EU MEMBER STATES, ICELAND, LIECHTENSTEIN, NORWAY)

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 a valid EU driving licence, you can keep your existing licence, if you took your residence after the 2nd July 1995. 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.snca.lu](http://www.snca.lu));
- a copy of your identity document;
- a certificate of residence, less than 1 month old, with the date you first registered with your commune in Luxembourg;
- a certified 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-EEA LICENCES

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 a period of 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, (less than 3 months old);
- 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, with the date you first registered with your commune in Luxembourg;



- a passport picture (45x35mm);
- your police record of good conduct from Luxembourg, less than 3 months old;
- a driving licence request form (downloadable from [www.snca.lu](http://www.snca.lu));
- a tax stamp, available from the Driving Licence Office;
- a copy of your identity document.

You can find additional information on driving in Luxembourg on: [www.euraxess.lu](http://www.euraxess.lu)

### Driving Licence Office (SNCA)

11, rue de Luxembourg  
L-5230 Sandweiler  
Tel.: (+352) 35 72 14-720  
Fax: 8002 3666  
[www.snca.lu](http://www.snca.lu)

Opening times: Monday to Friday 7:30 to 16:30

## 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](http://www.lalux.lu)  
[www.foyer.lu](http://www.foyer.lu)  
[www.axa.lu](http://www.axa.lu)  
[www.baloise.lu](http://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)**

<b>Bread</b> (500 g sliced)	2.11
<b>Croissant</b> (1 piece)	1.00
<b>Pork chops</b> (1 kg)	9.21
<b>Fresh milk</b> (1 l)	1.33
<b>Eggs</b> (a dozen)	3.40
<b>Butter</b> (250 g)	2.03
<b>Potatoes</b> (5 kg)	7.22
<b>Coffee</b> (250 g)	3.51
<b>Still mineral water</b> (1.5 l)	0.51
<b>Apples</b> (1 kg)	2.84
<b>Fuel oil</b> (1 l)	0.50
<b>Medical consultation, general practitioner</b>	38.6
<b>Medical consultation, specialist (int. medicine)</b>	39.1
<b>Petrol 95 octane</b> (1 l)	1.13
<b>Diesel</b> (1 l)	0.95
<b>Cinema ticket</b>	8.50

Source: Statec, «Luxembourg in figures», Septembre 2016.





# 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 65EUR/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.

Alternatively, the website AirBnB provides the possibility to sleep in private houses and discover the life of local people.

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.

### 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.

### HOTELS AND APART-HOTELS IN LUXEMBOURG

[www.hrs.de](http://www.hrs.de)  
[www.airbnb.com](http://www.airbnb.com)

### YOUTH HOSTELS

[www.youthhostels.lu](http://www.youthhostels.lu)

### FIND A HOME ONLINE

[www.athome.lu](http://www.athome.lu)  
[www.immotop.lu](http://www.immotop.lu)  
[www.wortimmo.lu](http://www.wortimmo.lu)  
[www.habiter.lu](http://www.habiter.lu)  
[www.immostar.lu](http://www.immostar.lu)  
[www.shelterr.lu](http://www.shelterr.lu)  
[www.luxbazar.lu](http://www.luxbazar.lu)  
[www.cigdl.lu](http://www.cigdl.lu)

Some real estate agencies also work on Saturdays.



### 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.

### BUDGET

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

- **Rent:** 1<sup>st</sup> 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 63) 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 68) 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](http://www.luxfriends.eu)  
[www.furnished.lu](http://www.furnished.lu)

A discount of 75 € is offered to visitors who specify that they have heard of the services of Altea Immobilière (furnished.lu) through the EURAXESS Services Centre.

#### WEBSITES OFFERING ONE-TO-ONE

[www.appartager.lu](http://www.appartager.lu)  
[www.recherche-colocation.com](http://www.recherche-colocation.com)  
[www.colocoit.com](http://www.colocoit.com)

In the City Centre, the rents are on average expensive. The best solution is sharing an accommodation. You will find bedrooms from 800 €/month.

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



## About your lease

### YOUR LEASE

<b>Leasing contract</b>	<p>Normally 1 to 3 years (fixed period) or open-ended.</p> <p><b>Diplomatic clause:</b> 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.</p>
<b>Deposit</b>	<p>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.</p>
<b>Furnishings</b>	<p>Most properties are rented out without any kitchen appliances, without curtains, carpets etc. but the previous tenants may be happy to sell you these.</p> <p>For furnished accommodation, check if there is an insurance covering the contents.</p>

[www.luxembourg.public.lu/en/vivre/logement/index.html](http://www.luxembourg.public.lu/en/vivre/logement/index.html)

[www.euraxess.lu](http://www.euraxess.lu)



## BANKING

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](http://www.bcee.lu)  
[www.bgl.lu](http://www.bgl.lu)  
[www.bil.lu](http://www.bil.lu)  
[www.ing.lu](http://www.ing.lu)  
[www.raiffeisen.lu](http://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. You will be given there the necessary forms to complete which will take some time and can delay your moving into rented accommodation.

In both cases, you will need your ID card or valid passport and preferably your employment contract.

## 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

**Residents** are subject to tax on their domestic and foreign taxable income. **Non residents** are taxable on their domestic income arising from Luxembourg sources only.

An individual may be deemed to be a resident of the State in which he has a permanent place of residence or where he has his centre of vital interests.

FOR MORE  
INFORMATION  
ON INCOME TAX:

[www.impotsdirects.public.lu/  
legislation/memento](http://www.impotsdirects.public.lu/legislation/memento) OR  
[www.guichet.public.lu/citoyens/fr/  
impots-taxes](http://www.guichet.public.lu/citoyens/fr/impots-taxes)





## TAXATION IN LUXEMBOURG

### Main types of taxation

- Income tax declared annually
- 8 categories of income (e.g. investment, real estate income or capital gains)
- Value added tax (VAT) (on goods and services)

### Tax card

If you are employee in Luxembourg, your tax-card is issued and updated automatically by the RTS office in charge, apart from the fact that non-resident taxpayers have to continue to request an update of their address and civil status by filling in the form 164 NR. ([www.impotsdirects.public.lu/formulaires/fiches\\_d\\_impot/index.html](http://www.impotsdirects.public.lu/formulaires/fiches_d_impot/index.html))

### Employment income

Taxed monthly at source by the employer, on the basis of a taxcard.

### Value added tax (VAT) rates

- Standard rate: 15% (17% from 2015 onwards)
- Reduced rates: 3%, 6%, 12% (for certain services and items).

### You work in Luxembourg and are resident abroad or you are resident in Luxembourg and work abroad

You might encounter the question of the double taxation.

**Double of a crossborder activity** is either eliminated by the exemption or the credit method (often on the basis of a bilateral double tax treaty). Luxembourg has signed double tax treaties with more than 70 countries to avoid double taxation on individual income. **In general you pay the tax in the country where you execute or realise your work** (Luxembourg or abroad). And in your country of residence:

- exempt income may be taken into account to calculate the tax rate to pay or
- income tax paid in the country abroad may be deducted/credited from the tax to pay.

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.

WORKING IN  
RESEARCH IN  
LUXEMBOURG



# SOCIAL SECURITY

## RESEARCHERS HAVING A WORK CONTRACT

**As an employee working in Luxembourg you are protected by a state-run compulsory social security insurance.**

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;
- long-term care insurance.

As an employee, you will be automatically enrolled by your employer with the National Health Fund (Caisse nationale de santé/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.



**FOR MORE  
INFORMATION:**

[www.cns.lu](http://www.cns.lu)  
[www.secu.lu](http://www.secu.lu)

### Social security card

Once registered with the CNS, you will receive a social security card with your name and social security number. You can order the European Health Insurance Card (EHIC) which enables you to receive healthcare in the countries of the European Union (EU), the European Economic Area (EEA) and Switzerland, 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 care provider, 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 your first reimbursement, you will have to add your certificate of banking details.

If you go to a pharmacy with a medical prescription, you only pay the portion of the costs which is not covered by the health insurance, 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.



# 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 National Health Fund (Caisse nationale de santé/CNS), 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 73.

## 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/](http://www.sos.luxweb.com/garde/)

Centre Hospitalier de  
Luxembourg  
4, rue Ernest Barblé  
L-1210 Luxembourg  
Tel.: (+352) 4411-1  
[www.chl.lu](http://www.chl.lu)

Clinique Ste Thérèse (Zitha)  
36, rue Zithe  
L-2763 Luxembourg  
Tel.: (+352) 2888-1  
[www.zitha.lu](http://www.zitha.lu)

Centre hospitalier  
du Kirchberg  
9, rue Edward Steichen  
L-2540 Luxembourg  
Tel.: (+352) 2468-1  
[www.hkb.lu](http://www.hkb.lu)

Centre Hospitalier  
Emile Mayrisch  
rue Emile Mayrisch  
L-4240 Esch-sur-Alzette  
Tel.: (+352) 5711-1  
[www.chem.lu](http://www.chem.lu)

## 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.pharmacie.lu](http://www.pharmacie.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 Salentiny, L-9080 Ettelbrück

## Sickness/healthcare insurance

The healthcare system runs 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/Depliant\\_incapacite\\_de\\_travail\\_FR\\_PT\\_internet.pdf](http://www.cns.lu/files/publications/Depliant_incapacite_de_travail_FR_PT_internet.pdf)

[www.cns.lu/files/publications/Depliant\\_incapacite\\_de\\_travail\\_EN\\_DE\\_internet.pdf](http://www.cns.lu/files/publications/Depliant_incapacite_de_travail_EN_DE_internet.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.

#### Registering with the National Employment Agency (Adem)

If your partner comes from the EU or is a family member of an EU researcher, he/she can register with Adem, which offers registered jobseekers additional support and informs them of any suitable available jobs in their field.

### 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).
- ☐ a **certificate issued by the Adem** which offers the employer the opportunity to recruit a person of his choice for a declared vacancy (not needed for highly qualified workers in possession of EU Blue Card).



- **Decision**

Send a complete application or it will not be considered.

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.

### **Registering with the National Employment Agency (Adem)**

If on your 'authorisation to stay' is not mentioned "temporary" (for a limited period of time) or after 5 years, when you can obtain the status of long-term resident, you can register with Adem, which supports you in your research for a job. Of course, you can directly look for a job by yourself.

### **FOR MORE INFORMATION ON RESIDENCE PERMITS:**

**MINISTRE DES AFFAIRES ETRANGERES  
ET EUROPEENNES**  
(MINISTRY OF FOREIGN AFFAIRS)

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

**Tel.: (+352) 247-84040**

14.00h - 16.00h

**Fax: (+352) 22 16 08**

**[www.mae.lu](http://www.mae.lu)**



### **National Employment Agency**

*("Agence pour le développement de l'emploi" - Adem)*

10, rue Bender  
L-1229 Luxembourg

Tel.: (+352) 2478 8888

Fax: (+352) 40 61 41

E-mail: [info@adem.lu](mailto:info@adem.lu)

[www.adem.lu](http://www.adem.lu)

You can 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.

### **Ministry of Education**

*("Ministère de l'Éducation nationale,  
de l'Enfance et de la Jeunesse")*

29, rue Aldringen  
L-1118 Luxembourg

Tel.: (+352) 2478 51 00

Fax: (+352) 2478 51 13

E-mail: [info@men.public.lu](mailto:info@men.public.lu)

[www.men.public.lu](http://www.men.public.lu)



### **ADDITIONAL INFORMATION ON WORKING IN LUXEMBOURG**

[www.itm.lu](http://www.itm.lu)

(for all questions about labour law)  
<http://www.luxembourg.public.lu/en/travailler/>



### 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:

<b>Research</b>	<a href="http://www.euraxess.lu">www.euraxess.lu</a>
<b>Interim/ temp agencies</b>	<a href="http://www.adeco.lu">www.adeco.lu</a> <a href="http://www.randstad.lu">www.randstad.lu</a> <a href="http://www.manpower.lu">www.manpower.lu</a>
<b>General job recruitment sites</b>	<a href="http://www.adem.lu">www.adem.lu</a> <a href="http://www.optioncarriere.lu">www.optioncarriere.lu</a> <a href="http://www.jobs.lu">www.jobs.lu</a> <a href="http://www.jobs.luxweb.com">www.jobs.luxweb.com</a> <a href="http://www.luckyjob.lu">www.luckyjob.lu</a> <a href="http://www.monster.lu">www.monster.lu</a> <a href="http://www.moovijob.com">www.moovijob.com</a> <a href="http://www.lesfrontaliers.lu">www.lesfrontaliers.lu</a>



## FAMILY ALLOWANCES

If you are living with your children in Luxembourg, you may be entitled to receive family allowances from the Family Allowance Office (“Caisse pour l’avenir des enfants” – CAE). Entitlement to family benefits varies according to family circumstances, employment, residence, etc. To find out if you are entitled to claim any benefit, it is best to apply directly to the Family Allowance Office, and to provide details of your personal circumstances.

Source: [www.luxembourg.lu](http://www.luxembourg.lu) / Service information et presse

### HOW AND WHERE TO OBTAIN THE DIFFERENT ALLOWANCES

To receive the allowances, you will need to fill out an application form and submit it to the Family Allowance Office (CAE), available on the CAE website. For applications forms, see the section “Formulaires” on the webpage:

[www.cae.public.lu/fr/demarches/formulaires.html](http://www.cae.public.lu/fr/demarches/formulaires.html).

ZUKUNFTSKEESS  
Caisse pour l’avenir des  
enfants (CAE)  
[www.cae.lu](http://www.cae.lu)





## OVERVIEW OF FAMILY BENEFITS

### PARENTAL LEAVES

TYPE	FOR WHOM	HOW MUCH AND WHEN	DETAILS
<b>Maternity leave</b>	Pregnant women workers	<ul style="list-style-type: none"> <li>antenatal leave (8 weeks prior to the anticipated date of the birth as attested by a medical certificate)</li> <li>postnatal leave (8 weeks from the date of the birth)</li> </ul>	
<b>Adoption leave</b>	One of the partners taking care of a recently adopted child	<ul style="list-style-type: none"> <li>8 weeks if a single child who has not yet reached the age of primary school education is adopted</li> <li>12 weeks for two or more children</li> </ul>	
<b>Parental leave</b>	Parents of a young child	<ul style="list-style-type: none"> <li>max. 3.204,93 for full time (40h/ week)</li> <li>full time parental leave during 4 or 6 months</li> <li>part-time parental leave during 8 or 12 months</li> <li>1 day/week during 20 months</li> <li>4 full periods of 1 month during 20 months</li> </ul>	<ul style="list-style-type: none"> <li>enables the parents of a young child to interrupt their careers or shorten their work hours in order to accompany the child</li> <li>to calculate the amount see the CAE website</li> </ul>
<b>Leave for family reasons - child's illness</b>	Parents of a child under the age of 15 years	<ul style="list-style-type: none"> <li>2 days per year, per working parent and per child</li> </ul>	<ul style="list-style-type: none"> <li>in the event of serious illness, accident or other health-related problem with no loss of income</li> <li>the days may not be taken consecutively</li> </ul>



## OVERVIEW OF FAMILY BENEFITS (CONT.)

### FAMILY ALLOWANCES

TYPE	FOR WHOM	HOW MUCH AND WHEN	DETAILS
<b>Birth allowance</b>	Women who have undergone proper surveillance and monitoring during pregnancy and birth, and have had their child monitored up to the age of two years	<ul style="list-style-type: none"> <li>• 1,740.09 EUR per child payable in three equal instalments:</li> <li>- prenatal: 580.03 EUR</li> <li>- birth: 580.03 EUR</li> <li>- post natal (2 years old): 580.03</li> </ul>	<ul style="list-style-type: none"> <li>• a number of medical exams are required for both the mother and child</li> </ul>
<b>Allowance for the future of the children</b>	Resident child	<ul style="list-style-type: none"> <li>• 265 EUR per month and per child</li> <li>• from the month in which the child is born until the month of his 18th birthday</li> <li>• continued until 25 in the case of secondary school studies</li> </ul>	<ul style="list-style-type: none"> <li>• the child has to have its legal residence in Luxembourg, and resides there permanently and effectively</li> </ul>
<b>Back-to-school allowance</b>	Parents of children over the age of 6 years	<ul style="list-style-type: none"> <li>• 115 EUR for a child over the age of 6 years</li> <li>• 235 EUR for a child over the age of 12 years</li> <li>• paid in August every year until the calendar year during which the child ends secondary or technical secondary education</li> </ul>	<ul style="list-style-type: none"> <li>• no application form is required</li> </ul>
<b>Special additional allowance for a disabled child</b>	Parents of disabled children	<ul style="list-style-type: none"> <li>• 200 EUR per month</li> </ul>	<ul style="list-style-type: none"> <li>• paid in addition to the standard family allowances</li> <li>• application form is required, as well as a medical certification about a child disease of more than 50% comparing to a "normal" child</li> </ul>

Source: [www.luxembourg.lu](http://www.luxembourg.lu) / Service information et presse



### 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. 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.accueilenfant.lu](http://www.accueilenfant.lu)

For more information:

[www.cae.lu](http://www.cae.lu)

[www.cns.lu](http://www.cns.lu)

[www.luxembourg.public.lu/en/vivre/famille/parents/prestations-familiales](http://www.luxembourg.public.lu/en/vivre/famille/parents/prestations-familiales)

Please note that due to political reforms these informations might change during the current year.

### APPLICATION FORMS AND ADDITIONAL INFORMATION

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

### Caisse pour l'avenir des enfants (CAE)

34, avenue de la Porte Neuve  
L-2227 Luxembourg  
[www.cae.lu](http://www.cae.lu)

### Switchboard

Mornings : 8.00 to 11.30  
Afternoons : 13.30 to 16.00  
Tel. : (+352) 47 71 53-1



# 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.

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.

## THE SCHOOL SYSTEM IS DIVIDED INTO THE FOLLOWING STAGES:

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 (cycle 1)	2 years	Education department or secretariat at the commune where you live.
6		Primary school (cycles 2-4)	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 Ministry for Education, Children and Youth portal lists all available centres in the country.

Please visit: [www.kannerbetreuung.lu](http://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.

Cycle 1 consists of 3 years altogether. Attending the first year is optional whereas attending the second and the third year is compulsory. The second and third year ('Spillschoul') are taught in Luxembourgish (with an introduction to French and German).

Once the child reaches primary school ('Primärschoul' – cycles 2-4) 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](mailto: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. Newly arrived pupils are 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

École Charlemagne [www.ecole-charlemagne.org](http://www.ecole-charlemagne.org)

École française de Luxembourg [www.ecolefrancaise.lu](http://www.ecolefrancaise.lu)

École Privée Fieldgen (EPF) [www.epf.lu](http://www.epf.lu)

École Privée Grandjean asbl [www.epg.lu](http://www.epg.lu)

École Privée Notre-Dame (Sainte-Sophie) (EPND) [www.epnd.lu](http://www.epnd.lu)

Fraï-ëffentlech-Waldorfschoul Lëtzebuerg [www.waldorf.lu](http://www.waldorf.lu)

International School of Luxembourg (ISL) [www.islux.lu](http://www.islux.lu)

Lycée français du Luxembourg (Vauban) [www.vauban.lu](http://www.vauban.lu)

Lycée Technique Privé Emile Metz (LTPem) [www.ltpem.lu](http://www.ltpem.lu)

St. George's International School [www.st-georges.lu](http://www.st-georges.lu)

### Ettelbrück

École Privée Sainte-Anne (EPSA) [www.sainte-anne.lu](http://www.sainte-anne.lu)

### Esch/Alzette

École privée Marie-Consolatrice (EPMC) [www.epmc.lu](http://www.epmc.lu)

### European schools

École Européenne de Luxembourg I [www.euroschool.lu](http://www.euroschool.lu)

École Européenne de Luxembourg II [www.eursec-mamer.lu](http://www.eursec-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 to 65 years), invalidity and survivor's pensions. **Both you and your employer will contribute to the pension scheme which is taxable income.**

**RESIDENTS IN THE EU MEMBER STATES, AS WELL AS ICELAND, LIECHTENSTEIN, NORWAY AND SWITZERLAND**

If you are an EU citizen who has worked and paid social security contributions 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 insurance period and on the salary earned.



### IF YOU WORKED IN LUXEMBOURG FOR:

<b>Less than 12 months:</b>	your home country's pension scheme will take these into account when determining your pension.
<b>12 months or more:</b>	Luxembourg pays you a pension for the years you worked here (if you meet the eligibility criteria).

### NON-EU RESIDENTS' RETIREMENT PENSION RIGHTS

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



As these agreements vary from country to 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:

- your disability must be medically certified ('invalidity' is based on a person's inability to work either at their last job or in any other similar field).
- you must have been compulsory insured (as opposed to voluntarily) for at least 12 months during the 3 years preceeding your invalidity (except for accidents or professional disease).

### 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 compulsorily insured for at least 12 months during the 3 years preceeding your death (unless death occurred as a result of an accident or professional disease); and/or
- your children up to the age of 18 (27 if they are students);
- your divorced spouse, provided they have not remarried.

DETAILED  
INFORMATION  
ON SOCIAL PROTECTION  
IN EUROPE

[www.missoc.org](http://www.missoc.org)





# NETWORKING ASSOCIATIONS

A M C H A M  LUXEMBOURG  
AMERICAN CHAMBER OF COMMERCE IN LUXEMBOURG A.S.B.L.

The **American Chamber of Commerce in Luxembourg ASBL (AMCHAM)** is an international voluntary organization of business persons committed to promoting English-speaking networking opportunities and business relations in the Grand Duchy. As a researcher you (and your family) can benefit from:

- Reduced AMCHAM membership rate of EUR 100/year granting
  - Free entry to most of AMCHAM's events (over 40/year)
  - Information in English (news magazine Connexion and the Doing Business in Luxembourg guide)
  - Opportunities for networking
- “Newcomers Orientation Courses” (free, available to both members and non-members, organized with the support of the “Asylum, Migration and Integration Fund” (AMIF) and the Luxembourg Reception and Integration Agency/Ministry of Family and Integration (OLAI))

[www.amcham.lu](http://www.amcham.lu)



**LuxDoc a.s.b.l.** is a young organization of PhD candidates and junior researchers. It is open to all PhD candidates and junior researchers working in Luxembourg as well as to Luxembourgish PhD candidates and young researchers abroad.

The number of young researchers and PhD candidates in Luxembourg has considerably grown over recent years. Their contribution in shaping the country's academic landscape is thus considerable. LuxDoc was thus born out of the need to create a representative body which would allow PhD candidates and junior researchers to engage in ongoing scientific and political debates.

For its members, LuxDoc wants to be a social as well as a scientific exchange platform.

[www.luxdoc.org](http://www.luxdoc.org)





## INCUBATORS

Business and innovation centres are a platform to host and assist innovative entrepreneurs and start-ups.

Incubators provide just the right support for new projects to help them grow. They also serve as a temporary location for international companies setting up their business in Luxembourg.

**technoport®**  
business incubator | coworking | fab lab

The main goal at **Technoport®** is to help and support individuals to validate and bridge their ideas to success by providing tailored-made services, access to networks and a professional business environment through four main platforms:

- the renowned business incubators that promotes and supports the validation, creation and development of innovative and technology-oriented companies, from software to industrial applications.
- the Fab Labs that support local manufacturing and rapid prototyping by offering access to a range of equipment (3D printers, laser cutters, robotic arms, vacuum press) and services (3D modeling).
- the coworking space where we host and organize hackathons to foster co-conception and co-development of ideas, applications and business concepts.
- the Digital Experience Studio (DX Studio) a digital workshop facility that supports entrepreneurs in developing innovative digital technologies.

[www.technoport.lu](http://www.technoport.lu)





## nyuko—

**Nyuko** is a place where you can turn your ideas or researches into reality - concrete companies. Whether you are looking for entrepreneurship trainings, contacts with potential big clients, acceleration or mentoring, nyuko does it all. It also works with big companies, startups, universities and institutions to bridge the gaps between these worlds and encourage cross-pollination between sectors.

[www.nyuko.lu](http://www.nyuko.lu)



**Lux future lab** is a business incubator and training platform of BGL BNP Paribas. It encourages individuals at the crossroads of their professional development to improve their skills and move forward with their entrepreneurial ideas. It provides facilities, educational resources, professional services and networking opportunities.

[www.luxfuturelab.lu](http://www.luxfuturelab.lu)



The **House of BioHealth** hosts companies active in life sciences, clean technologies, ICT and media, research, development and innovation. It offers a full, integrated, personalised and free service to businesses of all sizes and to research organisations. It identifies financial and technological support best suited to each case, and facilitates access to support programmes for innovation and research at the national and European levels.

[www.houseofbiohealth.lu](http://www.houseofbiohealth.lu)



## FINANCIAL SUPPORT

Luxembourg offers a full range of custom-made investment incentives that give new ventures a head-start and foster R&D and innovation.

Financial support helps specific investments and R&D projects, complementing equity and bank financing. Medium and long-term **loans at interesting rates** are available from the Luxembourg public-law banking institution, the SNCI. CD-PME, a joint-venture between public and private banks, also finances innovative projects.

Source: [https://www.luxembourgforbusiness.lu/sites/default/files/publications/pdfs/lfb\\_ip\\_0.pdf](https://www.luxembourgforbusiness.lu/sites/default/files/publications/pdfs/lfb_ip_0.pdf)





## 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.

Some offers of the City of Luxembourg or other municipalities are very interesting price wise.

Ministry of Education: [www.men.lu](http://www.men.lu)

Luxembourg City: [www.vdl.lu](http://www.vdl.lu)

National language institute (INL): [www.insl.lu](http://www.insl.lu)

Private schools offer a broader array of course options but are more expensive.

Berlitz: [www.berlitz.lu](http://www.berlitz.lu)

Inlingua: [www.inlingua.lu](http://www.inlingua.lu)

Languages.lu: [www.languages.lu](http://www.languages.lu)

Prolingua Language Centre: [www.prolingua.lu](http://www.prolingua.lu)

**Luxembourgish only**

Elearning: [www.quattropole.org/en/e-learning](http://www.quattropole.org/en/e-learning)

MOIEN asbl: [www.moienasbl.lu](http://www.moienasbl.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, get in touch with your commune to find out what is scheduled (for Luxembourg City: [www.vdl.lu](http://www.vdl.lu) and for other communes [www.syvicol.lu](http://www.syvicol.lu)).

The 'Chambre des salariés' and the Chamber of Commerce also organise high quality evening courses on a wide array of subjects, including law, trade, finance and management. More information on [www.lllc.lu](http://www.lllc.lu) and [www.lsc.lu](http://www.lsc.lu).





## LEISURE: SHOPPING, CULTURE AND SPORTS

### CULTURE

Luxembourg's capital is a true mix of styles and influences. Between its old quarters part of Unesco Cultural World Heritage and contemporary buildings, its cultural programme is full of contrasts.

#### A few famous personalities in Luxembourg:

**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.

#### THE TEN MUST-SEE

Since 1994, the old city of Luxembourg and its ancient quarters have been part of the Unesco Cultural World Heritage.

The ten must-see in Luxembourg City are:

- Bock and Petrusse Casemates
- The path of the ramparts (corniche)
- Grand-Ducal Palace
- Grund and the Neumünster Abbey
- Cathedral "Notre-Dame" of Luxembourg
- Philharmonie
- **Museums:**

Luxembourg City History Museum:

[www.mhvl.lu](http://www.mhvl.lu)

Mudam Museum of Modern Art:

[www.mudam.lu](http://www.mudam.lu)

National Museum of History and Art:

[www.mnha.public.lu](http://www.mnha.public.lu)

National Museum of Natural History (Luxembourg):

[www.mnhn.lu](http://www.mnhn.lu)

## ART

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.

### Mudam

Museum of Modern Art  
[www.mudam.lu](http://www.mudam.lu)

Casino du Luxembourg  
Contemporary Art Forum  
[www.casino-luxembourg.lu](http://www.casino-luxembourg.lu)

Villa Vauban  
Luxembourg City Art Museum  
[www.villavauban.lu](http://www.villavauban.lu)

Contemporary Art Gallery 'Am Tunnel'  
BCEE Rousegaertchen building  
16, rue Zithe  
L-2763 Luxembourg

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



## THEATRES

All events on Theatre Federation: [www.theatre.lu](http://www.theatre.lu)

Grand Theatre: [www.theatres.lu](http://www.theatres.lu)

Capucins Theatre (Théâtre des Capucins)

Theatre National du Luxembourg (TNL): [www.tnl.lu](http://www.tnl.lu)

Esch Theatre: [www.esch.lu/culture/theatre](http://www.esch.lu/culture/theatre)

## CINEMAS

For cinema-lovers, films featured in Luxembourg's modern cinemas are mostly shown in their original language.

The latest films are shown at **Utopolis Belval** (Esch-Belval) or the **Utopolis** cinema complex and the **Utopia** cinema (Luxembourg City). The timetables and reviews can be found at: [www.utopolis.lu](http://www.utopolis.lu)

A number of smaller cinemas are also available throughout the country. A complete list can be found here: [www.cinema.online.lu](http://www.cinema.online.lu)

If you love the great cinema classics or would like to discover lesser-known films then go to the **Cinémathèque** run by Luxembourg City.  
[www.cinema.theque.lu](http://www.cinema.theque.lu)





## MUSIC

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.

**Philharmonie:** [www.philharmonie.lu](http://www.philharmonie.lu)

**Den Atelier:** [www.atelier.lu](http://www.atelier.lu)

**CarréRotondes:** [www.rotondes.lu](http://www.rotondes.lu)

**Sang a Klang:** [www.bluesclub.lu](http://www.bluesclub.lu)

**Rockhal** (Esch-Belval): [www.rockhal.lu](http://www.rockhal.lu)

**Kulturfabrik** (Esch/Alzette): [www.kulturfabrik.lu](http://www.kulturfabrik.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 to go out in the evening are Clausen, Grund and Hollerich.

**Luxuriant:** [www.luxuriant.lu](http://www.luxuriant.lu)

**Delano:** [www.delano.lu](http://www.delano.lu)

**City Magazine Luxembourg:** [www.citymag.lu](http://www.citymag.lu)

**Agendalux:** [www.agendalux.lu](http://www.agendalux.lu)

## CASINO

**Casino Mondorf-les-Bains:** [www.casino2000.lu](http://www.casino2000.lu)

## MEDIAS

The main Luxembourgish **radio stations** are: **RTL**, **100.7** and **Eldoradio**. 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).

The main Luxembourg daily newspapers are **Lëtzeburger Journal**, **Luxemburger Wort**, **Tageblatt** (mainly in German and in French) and **Le Quotidien** (in French). **L'Essentiel** (free newspaper in French) is easy to find anywhere in town. Finally **Paperjam** is a monthly economic and financial magazine.





## FESTIVITY CALENDAR

- **FEBRUARY: Carnival.** Involves public celebration or parade, with people dressing up and wearing masks.
- **MAY: 'Fête du Genêt',** Wiltz.
- **3<sup>RD</sup> TO 5<sup>TH</sup> WEEKEND FOLLOWING EASTER: Oktave,** Luxembourg City. Traditional pilgrimage (since 1666) to honour our lady of Luxembourg, the patron saint. Represents the main religious ceremony of the country. Parade and fair organised on the square Guillaume II.
- **MAY - DECEMBER: Festival international Echternach,** music festival. [www.echternachfestival.lu](http://www.echternachfestival.lu)
- **TUESDAY FOLLOWING WHITSUN: Dancing procession,** Echternach.
- **21<sup>ST</sup> JUNE AND THE PRECEDING WEEK: Music festival.** Several concerts organised throughout the country.
- **23<sup>RD</sup> JUNE: National day.** Festivities and fireworks already start on the day before.
- **JUNE: Rock-a-field,** Roeser. Outdoor Rock festival. [www.rockafield.lu](http://www.rockafield.lu)
- **END JUNE - BEGINNING SEPTEMBER: Summer in the city.** Various concerts and celebrations organised in Luxembourg City.
- **JULY: Blues'n Jazz Rallye,** Luxembourg City.
- **JUNE - JULY: Festival de Wiltz,** music festival. [www.festivalwiltz.lu](http://www.festivalwiltz.lu)
- **JULY - AUGUST: Medieval festival,** Vianden. During 10 days, Vianden is transformed into a medieval city.
- **AUGUST: 'Schueberfouer',** Luxembourg City. Traditional funfair organised at the Glacis field.
- **AUGUST: Streetart animations,** Luxembourg City.
- **SEPTEMBER: Wine festival,** Grevenmacher and Moselle Region.
- **OCTOBER - FEBRUARY: Festival de Wiltz,** music festival, winter season, [www.festivalwiltz.lu](http://www.festivalwiltz.lu)
- **OCTOBER - NOVEMBER: Luxembourg Festival,** music festival. [www.Luxembourgfestival.lu](http://www.Luxembourgfestival.lu)
- **DECEMBER: Christmas Market,** Luxembourg City.





## SPORTS

Luxembourg offers a complete range of popular and less known sports and fitness activities, both indoors and out, such as football, 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.

You can find more detailed information on the following websites:

**National Tourist Office:** [www.ont.lu](http://www.ont.lu)

**Luxembourg City:** [www.vdl.lu](http://www.vdl.lu)

**Sports in Luxembourg:** [www.sport.public.lu](http://www.sport.public.lu)

**D'Coque:** [www.coque.lu](http://www.coque.lu)



## FOR RELAXATION:

**'Thermes de Strassen':** [www.lesthermes.net](http://www.lesthermes.net)

**Mondorf les Bains, Thermal Estate:** [www.mondorf.lu](http://www.mondorf.lu)

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

Between the green hills of the Ardennes region, the impressive rock formation of the Mullerthal region or the vineyards along the Moselle river, you will be astonished by the beauty and the diversity of the Luxembourg landscapes.

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.entente-moselle.lu/rentabike-miselerland](http://www.entente-moselle.lu/rentabike-miselerland)





## SHOPPING

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

### SHOPS IN THE CITY CENTER

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

Find all shops and opening hours on:

[www.cityshopping.lu](http://www.cityshopping.lu)

### SHOPPING CENTRES

- Monday to Thursday: 09.00 to 20.00
- Friday: 09.00 to 21.00
- Saturday: 09.00 to 19.00

#### LA BELLE ETOILE Shopping Center Bertrange

Route d'Arlon – L-8050 Bertrange

[www.belleetoile.lu](http://www.belleetoile.lu)

#### AUCHAN Shopping Center Kirchberg

5, rue Alphonse Weicker – L-2721 Luxembourg

[www.auchan.lu](http://www.auchan.lu)

#### CITY CONCORDE Shopping Center Bertrange

80, route de Longwy – L-8060 Bertrange

[www.concorde.lu](http://www.concorde.lu)

#### BELVAL PLAZA Shopping Center Esch-Belval

7, avenue du Rock'n Roll – L-4361 Esch-sur-Alzette

[www.belvalshopping.lu](http://www.belvalshopping.lu)



## SUPERMARKETS

- Monday to Thursday: 08.00 to 20.00
- Friday: 08.00 to 21.00
- Saturday: 08.00 to 20.00

Some smaller supermarkets open as soon as 6h30 or stay open until 22h. Some also open on Sunday.

## MARKETS AND JUMBLE SALES

Luxembourg's calendar counts a lot of **markets** and **sellouts**. Besides **weekly** and **monthly markets**, numerous large gourmet markets give the opportunity to discover a broad variety of local products.

Antiques lovers should not miss the **flea markets** taking place on the first Sunday of each month on Place Guillaume II and on the second and fourth Saturday on 'Place d'Armes'.

FOR ALL  
GOOD PLANS SHOPPING:

[www.goodidea.lu](http://www.goodidea.lu)



# GLOSSARY

## ENGLISH

Hello  
 How are you?  
 Fine  
 Great  
 Thank you  
 My name is...  
 I am a researcher  
 Please  
 You are welcome  
 Yes  
 No  
 Where is...  
 my office  
 the laboratory  
 the work contract  
 the residence permit to work on  
 a research project  
 the train station  
 the bank  
 the estate agency  
 the apartment  
 the rent deposit  
 the rental lease  
 the supermarket  
 the bakery  
 the cinema  
 the airport  
 the doctor  
 the dentist  
 Holidays  
 Carnival  
 Easter  
 Christmas  
 What is this?  
 Good Bye

## LUXEMBOURGISH

Moien  
 Wéi geet et?  
 Gutt  
 Tipp topp  
 (Villmols) Merci  
 Mäin Numm ass...  
 Ech sin e Forscher  
 Wann ëch gelift  
 T'ass gär geschitt  
 Jo  
 Nee  
 Wou ass...  
 main Büro  
 den Laboratoire  
 den Aarbechtskontrakt  
 d'Openthaltsgenehmigung fir an engem Forschungsprojet  
 ze schaffen  
 d'Gare  
 d'Bank  
 d'Agence immobilière  
 d'Appartement  
 d'Kautioun  
 de Bal  
 de Supermarché  
 de Bäcker  
 de Kino  
 de Flughafen  
 den Dokter  
 den Zäandokter  
 Vakansen  
 Fuesent  
 Ouschteren  
 Chrëschttag  
 Wat ass dat?  
 Addi

## FRENCH

Bonjour  
 Comment ça va ?  
 Bien  
 Super  
 Merci  
 Je m'appelle  
 Je suis chercheur  
 S'il vous plait  
 De rien  
 Oui  
 Non  
 Où est...  
 mon bureau  
 le laboratoire  
 contrat de travail  
 autorisation de séjour pour mener  
 un projet de recherche  
 la gare  
 la banque  
 l'agence immobilière  
 l'appartement  
 la caution locative  
 le bail à loyer  
 le supermarché  
 la boulangerie  
 le cinéma  
 l'aéroport  
 le médecin  
 le dentiste  
 Vacances  
 Carnaval  
 Pâques  
 Noël  
 Qu'est-ce que c'est?  
 Au revoir



## PRACTICAL FACT SHEET

### Phone

**International prefix:** 00 352

In Luxembourg, no regional prefix.

Dial-in directly the number (no need to press 0 before).

Phone numbers are between 5 and 8 digits long.

### Tourist Office

- Luxembourg City Tourist Office,  
30 Place Guillaume II  
(for information about the City):

[www.lcto.lu](http://www.lcto.lu)

[www.visitluxembourg.com](http://www.visitluxembourg.com)

### Emergency

- 112 Medical assistance or fireman
- 113 Police



**Taxi:** [www.webtaxi.lu](http://www.webtaxi.lu)

### Cost of living

**Currency:** Euro (€)

Comparison with neighbouring countries:  
more expensive (especially accommodation)  
except for gasoline, alcohol and cigarettes.

**Time zone:** GMT/UCT +1







- 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 **250 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 (USA, Japan, China, India, Brazil, ASEAN - Association of South-East Asian Nations (Singapore, Indonesia, Thailand, and Malaysia)).



# EURAXESS LUXEMBOURG

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

## Contact:

Barbara DANIEL

## Postal address:

### EURAXESS Services Centre Luxembourg

International Relations

Université du Luxembourg

Campus BELVAL - Maison du Savoir

2, avenue de l'Université

L-4365 Esch-sur-Alzette

Office: MSA 0725 -130

## Tel.:

(+352) 466 644 6681

## Internet site/E-mail:

[www.euraxess.lu](http://www.euraxess.lu)

[euraxess@uni.lu](mailto:euraxess@uni.lu)

## Activities:

Bridgehead Organisation, Helpdesk, Portal administrator

## THE EURAXESS LUXEMBOURG NETWORK

<b>1 steering group</b>	Ministère de l'Enseignement Supérieur et de la Recherche, FNR, Luxinnovation, LIST, LIH, LISER, LNS, IBBL, MPI Luxembourg
<b>1 bridgehead organisation</b>	University of Luxembourg - EURAXESS Services Centre Luxembourg
<b>1 national network</b>	of 10 institutions
<b>1 helpdesk</b>	EURAXESS Service Centre Luxembourg
<b>Free and personalised assistance on</b>	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.
<b>6 local contact points</b>	LIH, LISER, LIST, LNS, MPI Luxembourg, University of Luxembourg
<b>1 national website</b>	<a href="http://www.euraxess.lu">www.euraxess.lu</a>





## 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.**



### Luxembourg Institute of Science and Technology

Belval Innovation Campus  
Maison de l'Innovation  
5, avenue des Hauts-Fourneaux  
L-4362 Esch-sur-Alzette  
**Tel.:** (+352) 275 888 1  
**Fax:** (+352) 275 885  
**Website:** [www.list.lu](http://www.list.lu)  
**E-mail:** [andreas.bladt@list.lu](mailto:andreas.bladt@list.lu)



**LUXEMBOURG  
INSTITUTE  
OF HEALTH**  
RESEARCH DEDICATED TO LIFE

### Luxembourg Institute of Health

Research Departments and Research  
Support Services are distributed over  
5 different locations, in Luxembourg City  
and in Esch sur Alzette.  
**Website:** [www.lih.lu](http://www.lih.lu)  
**E-mail:** [natacha.beicht@lih.lu](mailto:natacha.beicht@lih.lu)



### IBBL

6, rue Nicolas Ernest Barblé  
L-1210, Luxembourg  
**Tel.:** (+352) 26 970 - 520  
**Fax:** (+352) 26 970 - 564  
**Website:** [www.ibbl.lu](http://www.ibbl.lu)  
**E-mail:** [arnaud.dagostini@ibbl.lu](mailto:arnaud.dagostini@ibbl.lu)



### Luxembourg Institute of Socio-economic research

Maison des Sciences Humaines  
.1, Porte des Sciences  
-4366 Esch-sur-Alzette / Belval  
**el.:** (+352) 58 58 55 - 1  
**Fax:** (+352) 58 58 55 - 700  
**Website:** [www.liser.lu](http://www.liser.lu)  
**E-mail:** [Valerie.Baran@liser.lu](mailto:Valerie.Baran@liser.lu)





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

**Laboratoire national de Santé**

1, rue Louis Rech  
L-3555 Dudelange

**Tel.:** (+352) 28 100 - 1

**Fax:** (+352) 28 100 - 202

**Website:** [www.lns.lu](http://www.lns.lu)

**E-mail:** [info@lns.etat.lu](mailto:info@lns.etat.lu)



Max Planck Institute  
LUXEMBOURG  
for Procedural Law

**Max Planck Institute Luxembourg  
for International, European and Regulatory  
Procedural Law**

4, rue Alphonse Weicker  
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## TESTIMONIALS

### EURAXESS

#### **Maria PICHOU, researcher at the Faculty of Law, University of Luxembourg**



"I am extremely satisfied from my experience with Euraxess. First, I found the grant on the Euraxess webpage and I applied afterwards. Second, the guide on Luxembourg I was provided with was very helpful. The people working for Euraxess Luxembourg have always been very close to the researchers. Euraxess Luxembourg is doing a fine job assisting people like me and they are always available for consultation to deal with any problems that may arise."

#### **Miguel OLIVEIRA, researcher at the Luxembourg Centre for Systems Biomedicine**



"In general, Euraxess Network was important for me in the process of finding research opportunities throughout Europe, although the most unique feature was the ability to compare these opportunities based on the job conditions offered by the employer. Professionally Luxembourg gave me the opportunity to research in my area of interest, which is a new field and requires teams with a very wide set of research competences."

#### **Sandro PEREIRA, researcher at the Luxembourg Centre for Systems Biomedicine**



"Euraxess - Luxembourg (and particularly Ms B. Daniel) were of extreme importance during my moving to Luxembourg. I was dealing with the difficulty of getting a suitable place to stay. Then I got to know about the existence of the Euraxess-Luxembourg. When I got in direct contact with Ms B. Daniel, she immediately solved my problem. She has always found the time to receive me and my family and to actively try to help us. It is always more comfortable to undertake this kind of ventures when you feel that there are people at your side."



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