

DO NOT USE STAPLES OR GLUE



CONSULAT GENERAL
OF THE GRAND DUCHY OF LUXEMBOURG
1 Sansome Street, Suite 830
San Francisco, CA 94104
TEL: (415) 788-0816
FAX: (415) 788-0985

INSTRUCTIONS AND NOTICE TO VISA APPLICANTS

SCHENGEN VISA WITH LUXEMBOURG

(Short stay tourist visa for up to 90 days)

The Schengen visa has been in force since March 26, 1995 and includes the following European countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, and Switzerland.

A Schengen visa issued by an Embassy or Consulate of the above countries allows the holder to travel freely in all of these countries.

Where should you apply?

1. If you intend to visit only one Schengen country, you must apply at the Embassy or Consulate of that particular country.
2. If you intend to visit several Schengen countries, you must apply for a visa at the Embassy or Consulate of the country, which is your main destination.
3. If you do not need a visa for the Schengen country, which is your main destination or first point of entry, please note that you may require a visa for other Schengen countries. You should then apply at the Embassy or Consulate of the first Schengen country, which does require you to have a visa.

Applications should be made in person at the Embassy or Consulate in whose jurisdiction you reside. If the applicant cannot apply in person, he/she should contact the Schengen Embassy or Consulate for further instructions.

DO NOT USE STAPLES OR GLUE

What should you submit?

1. A passport or official travel document with a validity that exceeds the intended stay of the applicant by at least 3 months. Please make sure your passport has 2 blank pages to affix the visa.
Note: If the validity of the passport or travel document does not include one or more Schengen countries, it is still possible to obtain a visa. This visa will then be restricted to those Schengen countries, which accept the passport or travel document.
2. One visa application form (download the application form “Luxembourg Visa Application Form”) and 1 recent passport-size photographs. Please fill out the application form completely and legibly in black ink. (Please download the document from our website “New ISO-ICAO photo guidelines and sample photos.pdf”).
3. Proof establishing the purpose of your trip
 - a) Tourism Travel: a letter of invitation, proof of participation in group travel, etc., Hotel Reservations, Proof of sufficient funds to cover the cost of your intended stay (e.g. traveler checks, credit cards, bank statements, letter of employment, etc.).
 - b) Business Travel: a letter of invitation from the company you are visiting in Luxembourg and a letter from your company in the USA;
 - c) Visiting family or friends: please have them fill out at “Declaration the Prise en Charge” from their local “commune.” Please note that you will need to send your family member or friend a notarized copy of your passport in order for them to apply for a “Declaration de Prise en Charge.” Make sure that they follow the instructions at the bottom of the “Declaration de Prise en Charge.”
4. Proof of lodging, i.e. hotel reservations, rental of vacation home, stay with a family member or friend. In the latter case, a “Déclaration de Prise en Charge” should be submitted (please refer to point 3).
5. Proof that you can continue your trip after your visit to the Schengen countries, i.e. onward or return non-endorsable airline ticket or e-ticket.
6. If returning to the US, a valid US resident alien card or a valid US visa. Students should present a valid I-20; Exchange Visitors should present a valid I-66.
7. If the applicant is a minor, please present written consent of a parent or guardian having the care and custody of the child. The signatures on this document have to be notarized.
8. Proof of travel health/accident insurance is required: cover you for a minimum of \$50,000 (USD) in the Schengen States and any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. You can purchase Travel Insurance from <http://www.mediavisa.net/> and click on “Compulsory Insurance” to get more information or call a travel agent.
9. Copy of plane tickets or e-tickets. A copy of an itinerary is accepted to process the visa application but you then must supply us with a copy of plane tickets or e-tickets in order for us to issue your visa.

DO NOT USE STAPLES OR GLUE

General Information

Visa applications in person: please call in order to make an appointment

Visa applications by mail: please call in order to go over the details of your trip itinerary before mailing your application.

Mailing address:

Luxembourg Consulate General

1 Sansome Street, Suite 830

San Francisco, CA 94104

Tel.: 415-788-0816

Email: sanfrancisco.cg@mae.etat.lu

The Luxembourg Consulate in San Francisco is closed on all US holidays.

Remarks

The Consular Administration has full authority to evaluate and request more documents than those submitted by the applicant and / or to request an interview in person. The latter is hereby informed that submitting the aforementioned documents does not guarantee automatic issuance of the visa.

Please note that holders of a Schengen visa are still subject to immigration control upon first entry into a Schengen country and are therefore NOT guaranteed automatic entry even when they hold a valid Schengen visa.

Cost of a visa

Fees payable in US dollars by **cash** (exact change, please) or **money order** only.
Personal checks are not accepted.

<u>Type of visa</u>	<u>Fee</u>
Airport transit	\$80
Transit (less than 5 days)	\$80
Very short stay (less than 30 days)	\$80
Short stay (31-90 days)	\$80
1 year, multiple entries (Exceptional cases)	\$80
Residency Long Stay Visa	\$70
Citizens of Russia, Moldova, Ukraine, Serbia, Montenegro, Bosnia-Herzegovina, Albania and FYROM	\$50

DO NOT USE STAPLES OR GLUE

The fee is waived for visa applicants belonging to one of the following categories:

- children under six years
- school pupils, students, postgraduate students and accompanying teachers who undertake trips for the purpose of study or education
- researchers from third countries travelling within the Community for the purpose of carrying out scientific research as defined in Recommendation 2005/761/EC of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short stay visas for researchers who are nationals of third countries travelling within the Community for the purpose of carrying out scientific research.
- representatives of non-profit organizations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organized by non-profit organizations.
- family members of EU/EEA nationals

Important Notes:

- Return postage **must** accompany your application (FedEx is preferable). The Consulate General of Luxembourg is not responsible for items lost in the mail. **DO NOT USE CERTIFIED, PRIORITY OR REGISTERED MAIL AS THESE ARE NOT TRACKABLE.**
- Please provide us with a contact phone number so we can reach you if additional information is required.
- Luxembourg generally responds to visa applications within 4 business days; however, processing time could take up to 2 weeks.