



Visa C (Short term) (for a stay shorter than 90 days)

Announcement: Starting May 6, 2015, Emirati Nationals do NOT require a Schengen visa to travel to the Schengen states for a short-term stay (i.e. no longer than 90 days within a 180 day period).

Schengen states include: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and Liechtenstein

If you wish to apply for a Schengen visa for Luxembourg, kindly read the information below. The provided guidelines will help you prepare your application as accurately as possible and prevent any processing delays.

The visa process is in constant modification, therefore and even if you have applied previously for a Schengen visa through this Embassy or any other of the Schengen States, it is recommended that you always check and follow the latest updates.

VISA APPLICATION PROCESS

Visa applications must be submitted upon appointment at the Embassy of the Grand Duchy of Luxembourg in Abu Dhabi.

Appointments should be requested via email abudhabi.consular@mae.etat.lu by providing all the required documentation depending on which kind of visa the applicant wishes to apply for.

Appointments will be given in accordance to the following schedule; **Monday to Wednesday from 9am until 1pm.**

One appointment per person will be allocated. The processing time for a short stay visa is generally 14 working days.

Visa applications have to be presented by the applicant personally unless advised otherwise by the Embassy.

List of supporting documents to be submitted by applicants for short stay visas in the United Arab Emirates

Every applicant needs to fill out the application form [download here](#) and add the following documents:

I. Documents to be provided by ALL visa applicants:

- Original passport of the applicant and its copy, the passport must be valid for at least three months from the expiry date of the Schengen visa, with two blank visa pages to fix the visa sticker. The passport should not have been issued more than ten years ago
- One recent passport-sized picture for each applicant. The format and dimensions should be according to the following chart [see here](#)

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- Copy of the residence visa in the UAE; valid three months beyond the intended date of departure from the territory of the Schengen Member States
- Copy of the UAE ID Card
- Copy of any Schengen visa(s) issued within the past three years
- Original letter from employer stating employment status, position, length of contract and current salary, as well as a copy of the employer's valid trade license. Self-employed persons can provide a valid original trade license
- Copy of flight ticket or flight reservation including return flight
- Travel insurance valid for the duration of the stay in the Schengen area ¹
- Bank statements for the past six months or other verifiable evidence of sufficient means of subsistence during intended stay such as a credit card valid throughout the intended stay

Note: Minors traveling without their parents/legal guardian, require original authorization signed by their parents/legal guardian in front of a visa officer and copy of the passport(s) of parents/legal guardian

II. Additional documents to be submitted relating to the purpose of the journey for ALL applicants

(1) Business

- Invitation letter from a company or an authority to attend a meeting, conference or event or other documents which show the existence of trade relations or relations for work purposes (i.e. confirmed registration for trade fairs or congresses), including a proof of accommodation during the intended stay

(2) Official delegation/mission

- Letter issued by the authority(-ies) concerned confirming identity of the applicant(s), purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations), period of intended stay and accommodation details

(3) Tourism or private visit

- For tourism: Proof of accommodation during intended stay; hotel reservation or copy of a rental contract or proof of residential property
- For private visits: An invitation by a Luxembourg citizen; a formal obligation stating that the host takes full responsibility for the person visiting is required. The form can be [downloaded here](#)

(4) Medical treatment

- A document issued by the medical institution in Luxembourg confirming that the applicant will receive medical care in that institution
- Pre-payment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as insurance coverage

(5) Study or training purposes for a stay shorter than 90 days

- A certificate of enrollment at an educational establishment for the purposes of attending vocational or theoretical courses within the framework of basic and further training
- Student cards or certificates of the courses to be attended

(6) Airport transit

- Valid visa for the country of next or final destination
- Proof of the intention of carrying out the onward journey: copy of ticket or reservation of ticket for onward journey

¹ No travel insurance is needed for holders of diplomatic passports, holders of service or personal passports on official journeys, holders of a UN *laissez-passer* and elected officials on official journeys.

IMPORTANT GUIDELINES WHEN PRESENTING THE REQUIRED DOCUMENTATION

- Please note that all documents, originals or copies, must be submitted in English or French and must be organized in the following order:
 1. Application form + photo (not stapled nor glued) + original passport
 2. Passport copies, UAE residence visa copy, UAE-ID-card copy
 3. Copies of any previous issued Schengen visas (within the past 3 years only)
 4. Employment letter (with valid trade license)
 5. Invitation letter (for business visa applications)
 6. Travel insurance (valid for the EU territory)
 7. Two-way flight reservation
 8. Proof of accommodation (Hotel reservation or "*Prise en Charge/Formal Obligation*")
 9. Bank statements and other (i.e. credit cards)
- All documentation, originals and/or copies, must be clear and readable and presented in an A4 size format (except photo in its required size)
- NO recto-verso copies will be acceptable, only recto (one face) copies will be accepted
- NO paperclips or staples shall be used on the documentation

ADDITIONAL INFORMATION

- The visa fees are a non-refundable fee; 300 AED for adults and 170 AED for children between 6 and 12 years old²
- You may not take up employment during your stay in Luxembourg or take up studies exceeding a period of three months without the required permit
- If minors are traveling with only one of their parents, a written consent of the other parent along with his/her passport copy will be required

IMPORTANT NOTE

The quality of the documentation (photo, application form, copies, etc...) and/or the absence of any of the required documents will result in the dismissal of the visa application and therefore, to the postponement of the visa appointment. Additionally, when required, the applicant shall present, upon the visa officer's request, further documentation to that mentioned above.

² It is free of charge for children under 6 years; pupils, students and their teachers on an educational trip; researchers on scientific research trips; representatives of non-profit organizations under 26 years; family members of EU or EEE nationals.