GRAND DUCHY OF LUXEMBOURG
Embassy in Moscow

E-mail : moscou.consulat@mae.etat.lu
Monday-Tuesday : 10.00 – 12.00, 14.00 – 16.00

APPLICATION FOR A SHORT-STAY VISA (SCHENGEN VISA, C VISA) FOR RUSSIAN CITIZENS

OTHER NATIONALITIES MAY BENEFIT FOR A VISA-FACILITATION AGREEMENT OR A VISA-FREE REGIME

! **Where to apply**: The Consular Section of the Embassy of Luxembourg is accessible by appointment only on Mondays and Tuesdays from 10.00 to 12.00, from 14.00 to 16.00. Russian nationals residing in Russia who wish to visit Luxembourg must apply for a visa at the Consular Section in Moscow. Those residing abroad should contact the consular representation that handles Luxembourg visa matters in their country of residence if there is no Luxembourg consular representation available.
Reminder: The Schengen visa must be applied for at the consulate of the country the applicant intends to visit. If visiting multiple Schengen countries, apply at the consulate of the main destination or the country of first entry.

! **When to apply**: Applications should be submitted no earlier than 6 months and no later than 15 days before the start of the trip. However, we strongly recommend making an appointment as early as possible, since appointment availability may be limited, and scheduling may take several weeks.
The processing of applications can take up to 45 days. Only completed applications will be processed.

! **How to apply**: When submitting an application, you must provide a complete set of documents. The documents must be arranged in the order specified below, strictly without folders, perforated pockets, paper clips or staples, and must be printed on one side of the paper only. A separate file must be prepared for each applicant (including minors). Unless otherwise stated, original documents and translations (in either French, German or English) are not required. In case of requirement to provide a translation of the document - notarized translation is not necessary. Screenshots and photos of documents are not accepted. Holders of previous Luxembourg visas may be asked to provide proof of previous trips to Luxembourg.
The Consular Section has the right to request additional documents that are not included in the list and invite the applicant for an interview. The Consular Section is not liable for financial loss due to delays or unsuccessful applications. The submission of documents does therefore not guarantee the issue of a visa.

! **Visa fee**: EUR 90 and EUR 45 for children aged between the age of 6-12 must be paid in cash and in euros.

! **Fingerprints**: Applicants under the age of 12 and applicants whose fingerprints have been taken within the last 59 months are exempt. If the fingerprints are still valid, the application can be sent by post (any postal service) to the Consular Section to be received on the day of the appointment or delivered to a third party on the day/time of the appointment (no power of attorney required). Applicants must also arrange for the return of their passport once the Consular Section has confirmed that it is ready for collection. Note that if the fingerprints are of poor quality, the Consular Section will ask the applicant to reappear for fingerprinting.

DOCUMENTS REQUIRED TO APPLY FOR ANY SHORT-STAY VISA (SCHENGEN VISA, C VISA)

☐	SCHENGEN VISA APPLICATION FORM, filled out in English or French and signed by the applicant (or legal guardian/parental authority)
☐	1 RECENT STANDARD PHOTOGRAPH (according to Schengen guidelines; glued in the upper right corner of the application form)
☐	INTERNATIONAL BIOMETRIC PASSPORT (original and copy, including all used pages, biometric data and previous Schengen visas) > issued within the last 10 years and valid for at least 3 months after the expected date of departure from the Schengen area > containing at least 2 blank pages
☐	COPIES OF PREVIOUS SCHENGEN VISAS FOR THE LAST 3 YEARS (if not in the current passport)
☐	PROOF OF RESIDENCE > For Russian citizens: original* and copy of internal passport, including all used pages > For non-Russian citizens: original* and copy of the document proving residence (valid residence permit or long-term visa) *The original of either the internal passport or residence permit must be presented at the time of application or when retrieving the application but do not need to be left with the Consular Section. If the application is sent by post, a notarised copy must be submitted.
☐	PROOF OF FINANCIAL MEANS AND WILLINGESS TO RETURN > bank statements covering at least 3 preceding months (mandatory for all Russian citizens aged 18 and above) > extract from the electronic workbook (Выписка из электронной трудовой книжки) from the Russian Pension and Social Insurance Fund for the last 10 years; mandatory for all Russian citizens aged 18 and above, including students, unemployed individuals and pensioners (Как получить выписку из электронной трудовой книжки) (***TRANSLATION REQUIRED***) > in addition to the above, if the costs are covered by a sponsor: copy of national sponsorship form (all pages must be printed for each applicant) and residence permit if the sponsor is not an EU citizen ; documents proving the relationship to the sponsor may be requested.
☐	PROOF OF EMPLOYEMENT (***TRANSLATION REQUIRED***) > letter of the employer including position, salary, start (and end if relevant) date, and salary slips of the last 6 months (2NDFL) > individual entrepreneurs: proof of economic activity (e.g. 2NDFL or 3NDFL); either extract from trade/fiscal registry or certificate for individual business

	> students: proof of enrolment in school or university > pensioners: original and copy of pension booklet > unemployed: document attesting to links in Russia (e.g. vital statistics certificate, proof of property ownership)
☐	PROOF OF TRAVEL HEALTH INSURANCE > covering the entire period of intended stay; valid for all Schengen countries and covering any expenses that may arise from repatriation for medical reasons, urgent medical treatment, emergency hospital treatment or death during the stay; indicating a minimum cover of €30,000
☐	TRAVEL ARRANGEMENTS > round trip ticket reservation or other document confirming means of transport (e.g. flight booking, contract with transport company, copy of driver's licence and registration). Flight reservations must include a valid booking code (PNR). > proof of accommodation (e.g. hotel reservation, lease or voucher); not applicable if travel purpose is to visit family or friends and the accommodation is covered by the national sponsorship form.
☐	FOR MINORS: PARENTAL CONSENT > original* and copy of the birth certificate of the minor > original* and copy of the notarised consent for travelling abroad if the minor is travelling alone or with one parent; exceptions can be made if the parent with whom the minor is travelling has sole parental authority (if the other parent is deceased or has been deprived of custody, in which case a death certificate or a court order granting custody solely to the accompanying parent is required) > copy of a valid visa of the parent(s) travelling with the minor for whom a visa is not issued at the same time as the parent(s) *The original of the birth certificate and consent must be presented at the time of application or when retrieving the application but do not need to be left with the Consular Section. If the application is sent by post, a notarised copy must be submitted.

ADDITIONAL DOCUMENTS REQUIRED DEPENDING ON THE PURPOSE OF THE TRIP

VISITING FAMILY OR FRIENDS

☐	LETTER OF INVITATION > copy of national sponsorship form > letter written and signed by the inviting party (***TRANSLATION REQUIRED***) > proof of relationship (e.g. birth certificate, marriage certificate, evidence of long-lasting relationship, including for friends' visits); applicants who have already provided proof for previous Luxembourg visas may be exempted from providing it again. > A scan of the residence permit or passport of an EU citizen of the inviting person.

TOURISM

☐	DETAILED PROGRAMME OF PLANNED TRIP (***TRANSLATION REQUIRED***) > confirmation of booking of an organised trip or any other document indicating envisaged travel plans; if not applicable, written description of the planned trip

SHORT-TERM BUSINESS

☐	LETTER OF INVITATION (***TRANSLATION REQUIRED***) > detailing the purpose of the trip and issued by the inviting company, including the full name and date of birth of the applicant, the purpose and duration of the visit, the nature of the activity, the full address of the company and contact persons, the name and position of the person signing the invitation, and the person or entity paying for the applicant's travel and accommodation expenses > If the letter of invitation cannot be obtained, other evidence of purpose of stay (e.g. information on participation in a conference, admission ticket to a trade fair, conference or symposium, etc.).
☐	SPECIFIC CASES (***TRANSLATION REQUIRED***) > journalists: certificate issued by a professional organisation confirming that the applicant is a qualified journalist; letter from employer stating that the purpose of the trip is to carry out journalistic work (freelance journalists need to submit a proof of journalistic activity (e.g. press card or work contract)); proof of economic activity > short-term (90/180 days) workers or interns: letter from the employer, employment contract and/or another document > official delegations: official letter issued by a competent Russian authority (e.g. MID); copy of the official invitation > For drivers, train crew and seafarers, please contact the Consular Section of the Embassy of Luxembourg for more information

STUDIES, TRAINING, EVENTS OR ACTIVITES (E.G. CULTURE, SPORTS)

☐	LETTER OF INVITATION (***TRANSLATION REQUIRED***) > detailing the purpose of the trip, issued by the host (e.g. university, sport federation or committee, institute) in Luxembourg > if not included a statement of sponsorship from the sending or receiving party > participants in sports events: include information on the role of applicant > Pupils, students and accompanying teachers can alternatively submit a certificate of enrolment or student card

OTHER REASONS FOR TRAVEL (TRANSIT, MEDICAL, MARRIAGE, PROPERTY OWNERS)

Please contact the Consular Section of the Embassy of Luxembourg for more information.