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in **Jakarta**

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## VISA D – APPLICATION for Luxembourg

Prior to the visa application, an authorization to stay needs to be issued. You can submit your application with the Immigration Directorate of the Ministry of Foreign Affairs of Luxembourg.

Visa application is done in person, after you have received the original 'authorization de séjour temporaire'.

Embassy Check	Applicant Check	Doc. N°	Original / Copy	Description of the document
		1	Original	This <b>checklist</b> , with boxes ticked and documents in the sequence of this checklist.
		2	Copy	Print-out confirmation <b>email</b> , that you have an appointment for your visa application.
		3	Original + copy	Visa <b>application form</b> properly completed. Signed and dated.
		4	Original	Two recent passport-sized <b>photos</b> (3,5 * 4,5 cm with white background)
		5	Original + copy	A <b>passport</b> with a validity of at least one year from the application date. Please make sure passport has at least 2 double spare pages to affix the visa. Copy of bio-data pages (this includes the signature page), and copy of previous visa Schengen (if applicable)
		6	2 sets of copies	For Indonesian/Timor Leste nationals: copy of <b>ID card</b> For foreigners : residence permit: KITAS, KITAP, Visa Sosial Budaya, etc.
		7	Original + copy	Letter from the MFA in Luxembourg: <b>Autorisation</b> de séjour temporaire pour le Grand-Duché de Luxembourg. Present yourself with the letter, before its expiration date.
		8	Original	Handling fee for Visa D: <b>see <a href="#">consular tariffs</a></b> (fee is not refundable in case of withdrawing application or refusal)

I HAVE BEEN INFORMED THAT:

- My passport will be kept for the duration of the visa processing time;
- Additional documents may be requested;
- My application will only be eligible for processing when the submitted file is complete;
- The visa processing time normally takes about three weeks;
- Original documents will be restituted at end of process.

Signature: