

# Form “first application”

## IMPORTANT INFORMATIONS

- The current form must be used if this is your first application for financial aid for a given study cycle. The form “subsequent application” must be used for subsequent applications during the same study cycle. (1st cycle - BTS/Bachelor, 2nd cycle - Master, 3rd cycle - Doctorate)
- Please fill out the form on a computer and submit the form by **30 April 2020** at the latest.
- We recommend that forms be submitted in person or sent by registered letter with acknowledgement of receipt. CEDIES does not send a confirmation of receipt.
- All documents provided must be in Luxembourgish, French, German or English; an official translation will be required for any other language (list of sworn translators on [www.mj.public.lu](http://www.mj.public.lu)).
- No additional documents will be accepted after the form has been submitted; please wait for an official letter from CEDIES requesting the missing documents in your application.
- Your file or national identification number should be referenced in any communication with CEDIES.

### Mandatory documents

You can view all the attachments on [www.cedies.lu](http://www.cedies.lu) or by using the following direct link: [Mandatory documents](#)

### Information about overlapping payments

You must indicate all the financial aid you receive from your country of residence.

#### The following types of aid are concerned:

- a) financial aid for higher education studies and other equivalent types of aid (CROUS grants, regional grants for social and paramedical training, communal grants\*, BAföG, student grants, etc.)
- b) any other financial benefit (family allowances, housing aid, etc.)

**Attention:** Students are required to have undertaken all necessary procedures to obtain financial support in their country of residence and to provide the official response received from the competent authorities (whether positive or negative).

#### Note:

\*Grants based on particular merit as well as grants which are part of an international mobility program (Erasmus+) are not concerned.



## State financial aid for students in higher education SUMMER 2019-2020 "first application"

**For official use, do not complete**

Internal reference

### Student details

Identification  
number in  
Luxembourg:  
(social security number)

Surname:

First name:

Date of birth:

Nationality(ies):

Civil  
status:

Phone:

Email address:

### Mandatory documents

- a document establishing your identity ( copie of ID card, passport)

### Legal address (Do not state the address where you study!)

Number, street:

Post code and city:

Country:

### Mandatory documents for no residents

- France : [Certificat de composition de famille](#)  
 Belgium: [Certificat de composition de ménage](#)  
 German: [Meldebescheinigung](#)  
 Other : [Certificat de résidence](#)

### IBAN bank account number

Please indicate your personal bank account number (IBAN).

### Mandatory documents

- the bank account details (*relevé d'identité bancaire* - RIB) of the student or a double-sided copy of the bank card (**no credit card !**)

### Country of study

Please indicate the country in which you study

Social security number:

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### Grants and loans

The [basic grant](#) and the [student loan](#) are automatically granted if you meet all the conditions of eligibility.

Please check other types of grant from which you want to benefit:

#### Enrolment fees

Total amount paid for the academic year / current semester:

#### Mandatory documents

invoice and proof of payment (standing order not accepted)

#### Mobility grant

#### Mandatory documents

a copy of the lease / certificate of co-renting  
 proof of payment of the rent  
 I do not have a lease contract.  
 ← explanation

#### Grant based on social criteria (to be specified)

only the loan (no annexes or documents to be attached)  
 only the grant\*  
 the grant and the loan\*

#### Mandatory documents

→ if you have checked " only the grant " or " the grant and the loan ", please complete annex 1 and attach the supporting documents.

#### Family grant

Please state the name, first name and national identification number of another child in the household who undertakes academic studies or who is a beneficiary of State financial aid.

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#### Comments:

Social security number:

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**Information about current academic studies**

You are currently studying:

full time

part time\*

alternately

distance learning\*

\* if you are distance learning or studying part-time please indicate the number of ECTS for which you are registered this semester

Subject: (e.g.: law, languages, economics,...)

Diploma currently in preparation: (BTS, CPGE, Bachelor, Master, Doctorate,...)

In which year of your diploma are you registered for the academic year 2019 - 2020?

1st

2nd

3rd

th

5th

other:

Full name of the establishment:

City:

Country:

I am doing a mobility semester

**Mandatory documents**

Final certificate of enrolment issued by the establishment

**Information about completed academic studies**

Diplomas obtained	University course / subject	Year of graduation

Social security number:

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**Information about the student's income**

Do you have any income during the academic year 2019 - 2020?

yes      no

**Place of work:**

- Luxembourg
- Abroad
- European institution
- International institution

**Type of income:**

- Salary
- Apprenticeship / professionalisation contract
- Unemployment benefits
- Guaranteed minimum wage (RMG)
- Orphan's pension
- Paid traineeship / internship

Other:

**Please indicate your income for the last 3 months:**

Month	Taxable amount

**Additional Information:**

I have stopped my professional activity in order to start / resume studying since

I will reduce my working hours in order to start / resume studying on

**Comments:**

**Mandatory documents**

the last 3 salary statements, certificates of unemployment, RMG, orphan's pension, etc. or the employment contract if the salary statements are not yet available

Social security number:

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## Financial aid from the country of residence

**CROUS or regional grant (FR), BAföG (DE), student grants (BE), etc.**

### Attention:

Before submitting your application, you need to have completed all necessary procedures in order to obtain financial aid in your country of residence. You have to join the official positive or negative response from the competent authorities in your country of residence valid for the academic year in progress with your application for financial aid in Luxembourg. Without this document, financial aid will not be granted. Refusals for administrative reasons like missed deadlines or uncompleted applications are not accepted.

### Mandatory documents

- the approval or refusal notification of financial aid from your country of residence

*View the documents to attach for the:*

- No residents [France](#)
- No residents [Belgium](#)
- No residents [German](#)
- No residents [Others](#)

## Other grants from the country of residence

**Have you received another grant for the current semester?**

yes\*    no

- ➔ if you have checked the «yes» box, please add the following document

- \*provide the document attesting the type and amount of grant you have received

## Family allowances

**Monthly amount paid for the student from the month of February 2020**  
(does not apply to students resident in France and Luxembourg)

- a recent certificate from the family allowance

*View the documents to attach for the:*

- No residents [Belgium](#)
- No residents [German](#)
- No residents [Others](#)

## Housing aid / Aides au logement (APL, ALF, ALS, etc.)

I am receiving housing aid. (see the mandatory documents ➔)

I do not receive housing aid. (see the mandatory documents ➔)

No student housing aid exists in my country from residence.  
(no documents are required)

I can not provide any documents at the moment, car:

I have applied for housing aid but have not yet received an answer from CAF.

I have not yet applied for housing aid.

### Mandatory documents

- a certificate attesting the monthly amount of housing aid received by the student \* (see comments)
- a certificate of non-payment or termination of payment of the aid \* (see comments)

### Comments:

The certificate must:

- be recent (not be dated prior to 1 February 2020)
- be in the name of the student
- have been issued by the family allowance fund in the region where you have your student address
- provide proof of the monthly amount of housing aid received since 1 August 2019.

### Attention

Failure to provide elements stating the start date or date of termination of payment of a monthly allowance (family allowance or housing aid), will conduct CEDIES to automatically deduct the amount of aid during 6 months between 1 February 2020 and 31 July 2020.

You may in this case, if applicable, submit an application for reassessment of your grant. The application must be submitted in writing together with a certificate issued by the competent administration stating the start date or date of cessation of payment of the allowance concerned.

Social security number: 

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Comments:

### Data protection clause

Please note that your personal data is processed by the Ministry of Higher Education and Research (Ministère de l'Enseignement supérieur et de la Recherche) in compliance with the applicable data protection legislation and as detailed in the Privacy Policy of the Ministry of Higher Education and Research (Politique de confidentialité du Ministère de l'Enseignement supérieur et de la Recherche). The Privacy Policy of the Ministry of Higher Education and Research is available under: <https://cedies.public.lu/fr/support/aspects-legaux/politique-confidentialite-mesr.html>.

### False statements

You are required to declare any change in your personal situation which may have an impact on the decision to grant financial aid or on the amount of financial aid. CEDIES can undertake verifications and request additional documents. Persons who have received State aid based on declarations which they knew to be false or incomplete are required to immediately repay the aid received and are liable for sanctions as provided for in article 496 of the criminal code.

I hereby confirm to have read and understood the above mentioned warnings and declare that the data I have provided is complete and accurate.

Place  Date 

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 Signature \_\_\_\_\_



**Forms without signature are deemed nul and void.**

# Annex 1

Social security number:

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## Information about the grant based on social criteria

*Only to be completed if you have checked the box "only the grant" or "the grant and the loan".*

### Information on the persons who are providing financial support to the student

Surname:

First name:

Family relationship with the student:

Place of work:

Civil status:

Luxembourg

single

Abroad

married

European institution

registered partnership

International institution

divorced

Comments:

Surname:

First name:

Family relationship with the student:

Place of work:

Civil status:

Luxembourg

single

Abroad

married

European institution

registered partnership

International institution

divorced

Comments:

## Mandatory documents

- A recent income certificate established by the Tax office for natural persons competent for your commune of residence, see [www.impots.directs.public.lu](http://www.impots.directs.public.lu)
- for residents in France  
Luxembourg office Y  
email : pphluxy@co.etat.lu
  - for residents in Germany  
Luxembourg office Z  
email : pphluxz@co.etat.lu
  - for all other non-residents  
Luxembourg office X  
email : pphluxx@co.etat.lu

**Attention:** If the certificate indicates "*non imposable par voie d'assiette*" (non taxable by assessment), please attach all annual salary, pension, unemployment certificates for 2019, etc. established by the employer, the pension fund, etc. in the Grand Duchy of Luxembourg.

## Mandatory documents for non-resident students

- The recent tax certificate issued by the tax administration in your country of residence indicating the taxable amount for each person in your household and/or who contributes to financially support the student (several certificates are required if the household is not taxed collectively).

## Mandatory documents for civil servants/ employees of international or European institutions:

- An annual certificate for 2019 established by the institution for the intention of CEDIES.