

List of documentation to determine the amount of the student's income

Required documents:

1. **Application** - filled in by the student in accordance with the facts, must be signed.
2. **A certificate from the Tax Office** regarding student's adult family members as well as student's on income subjected to personal income tax on the terms specified in Art. 27, 30b, 30c and 30e, 30f of the Act of 26 July 1991 on personal income tax (consolidated text, Journal of Laws of 2012, item 361, as amended),
3. **Certificate from the Tax Office** regarding revenues free from income tax pursuant to Art. 21 sec. 1 point 148 of the Act of July 26, 1991 on personal income tax (applies to students or their family members up to the age of 26 who receive income from an employment relationship, a cooperative employment relationship, a business relationship, an employment outlay or commission contracts).
4. **Certificate from the Tax Office**, on running a business and the form of its taxation, containing information on: the tax year to which the certificate relates to, the taxpayer's data including name, surname, PESEL number, form of tax paid, amount of revenue (not income), tax rate, amount of tax paid. In the case of obtaining income and benefits abroad, appropriate documents issued by foreign equivalents of Polish offices and institutions, containing data analogous to those required in the case of income earned in the country, ought to be submitted. The above-mentioned documents ought to be translated into Polish.
5. **Certificate of the student** and adult family members from ZUS or KRUS, containing information on the amount of health insurance contributions in the calendar year preceding the academic year, with the name of the contribution payer, insurance title code and the amount of contributions paid by the payer.
6. **The student's declaration on the income** of their family member and of the income not subjected to personal income tax on the principles set out in Art. 27, art. 30b, art. 30c, 30e, art. 30f of the Act of July 26, 1991 on personal income tax (Journal of Laws of 2012, item 361, as amended). Achieved in the calendar year preceding the academic year - Appendix 2.
7. **Statement on the monthly amount of income that was received abroad of the Republic of Poland** - Appendix 8
8. **Statement of the Student - citizen of Ukraine about the family and material situation** - attachment No. 7
9. **A certificate from Social Welfare Centers**, showing the income and financial situation of the student and the family, if the income per family member is lower than or equal to PLN 528.
10. **A certificate from the Commune Office or City Hall** on the area of a farm - number of conversion hectares (with 4 decimal places) - applies only to family members who own a farm. If the farm is leased, apart from the certificate from the Commune Office, the following should be additionally presented:
 - a) a lease agreement concluded pursuant to the provisions on social insurance for farmers,
 - b) an agreement concluded in the form of a notarial deed, in the case of bringing an agricultural holding for use by an agricultural production cooperative,

- c) a lease contract in the case of a farm lease in connection with the collection of a pension specified in the provisions on support for rural development from funds of the Guarantee Section of the European Agricultural Guidance and Guarantee Fund.
11. **A copy of a duplicate subjected to enforcement** of a court decision awarding maintenance for persons in the family or outside the family, or a copy of the minutes of the session containing the content of the court settlement, or a copy of an agreement approved by the court, concluded before a mediator, obliging to pay maintenance to persons in the family or outside family.
 12. **Money orders or transfers documenting the amount of paid alimony**, if family members are obliged by a court judgment, court settlement or a settlement concluded before a mediator to pay them to a person outside the family.
 13. **Copy of a duplicate of the court judgment declaring divorce or separation**, or the death certificate of the student's spouse or parent - in the case of a single parent, court decisions ordering maintenance for persons in the family, certificate regarding maintenance, certificates from the Maintenance Fund.
 14. **A certificate of the body conducting the executive proceedings** on the total or partial ineffectiveness of the execution of alimony payments, as well as on the amount of the enforced maintenance, or information from the competent court or competent institution on the undertaking, by the authorized person, of activities related to the execution of an enforcement order abroad or failure to undertake such activities, in particular due to the inability of the entitled person to indicate the place of residence of the maintenance debtor abroad, if the debtor lives abroad - in the event that the entitled person did not receive maintenance or received it in an amount lower than that determined by a court judgment, court settlement or settlement before mediator.
 15. **Copy of the complete birth certificate**, if the father is unknown.
 16. **Copy of the abridged marriage certificate**.
 17. **A copy of the abridged birth certificate of the student's child**.
 18. **A copy of the abridged birth certificate of your siblings or children**.
 19. **Photocopy of death certificate** - in the event of the death of a family member.
 20. **Certificate from school**, in the case of siblings who are still in the middle of educational process (children under 7 - a copy of the abridged birth certificate),
 - a) the family includes children under the age of 26, and if the age of 26 falls in the last year of studies, then until their completion,
 - b) and disabled children, regardless of age (in this case, a certificate from the school or a document confirming the disability must be presented).
 21. **Certificate from the Labor Office** confirming the fact of being unemployed with the right or without the right to unemployment benefit, if there are unemployed persons in the family.
 22. **A declaration** confirming the fact of being without the right to benefit in the case of unemployed members of the student's and student's family (part-time studies) not registered with the Labor Office.
 23. **Statement on** not running a joint household with any of the parents (Appendix 4).
 24. **Document specifying** the date of loss of income and the monthly amount of income lost by the student or a student's family member - e.g. employment certificate, decision, certificate of employment, PIT and other.

25. **A document** specifying the amount of gross and net income gained by a student or a student's family member, in the case of gaining income in the calendar year preceding the academic year, also specifying the number of months in which the income was generated.
26. **Document specifying** the amount of net income for the first month following the month in which the income was achieved - in the case of income earned in the current year.
27. **Employer's certificate** of the date of parental leave for a student's family member and the period for which it was granted and the periods of employment
28. **Declaration regarding** the financial situation - submitted by a student whose monthly income per person in the family, according to calculations, is less than or equal to PLN 528. In the declaration student must show where does he obtain their livelihood from.
29. **Declaration of residence** in a dormitory / other facility - submitted by a student who applies for a maintenance grant in an increased amount due to the place of residence.
30. **Certificate on the amount of income**, in the case of gaining income and benefits abroad, one should submit relevant documents issued by foreign equivalents of Polish offices and institutions, containing data analogous to those required in the case of income obtained in the country. The above-mentioned documents ought to be translated into Polish.
31. **Other, necessary documents required to determine** the student's family income or certifying their family situation (e.g. a police certificate confirming the student's family member's disappearance, a certificate confirming that a student's family member is in places of detention, a printout from CEIDG for person engaged in business activity, etc).

The student is obliged to submit the originals of the following documents:

- Certificates from the relevant tax offices, ZUS, Labor Office(UP) will be accepted only in original.
- whereas documents such as USC(registry office) files, court judgments may be submitted in the form of duplicates, and the originals must be submitted for inspection.