

Detailed list of documents necessary to determine the student's income

1. Application for a social allowance.
2. Documents confirming the student's family income including, respectively:
 - 1) certificate from the tax office of every adult member of their family regarding income subject to personal income tax according to the principles set out in art. 27, 30b, 30c, 30e and 30 f of the Act of July 26, 1991 on personal income tax, achieved during the calculation period, containing information about:
 - a) income
 - b) social security contributions deducted from income,
 - c) tax due,
 - 2) certificate from the head of the tax office regarding the student or their family members settling under the provisions on flat-rate income tax on certain revenues generated by natural persons, containing information on:
 - a) form of the paid tax,
 - b) the amount of income,
 - c) tax rate,
 - d) the amount of tax paid in the calculation period,
 - 3) declaration of non-taxable income obtained, as referred to in para. 1 point 3 of Appendix No. 2 to the Regulations
 - 4) certificate of the student and his family members containing information on the amount of health insurance contributions during the calculation period. This certificate is required from the student and their family members who earned income in the calculation year.
3. In addition, for the purpose of determining income and the right to allowance, the student shall submit other documents, certificates or statements:
 - 1) abridged copy of the birth certificate of the student's siblings, student's children or children of their spouse or other document confirming their age,
 - 2) certificate of attendance at the school or university of the student's siblings, children of the student or the children of their spouse up to 26 years of age,
 - 3) certificate of competent commune body, payment order or statement on the size of the agricultural holding expressed in conversion hectares of the total area during the calculation period,
 - 4) lease agreement, in the event of the transfer of part or all of the agricultural holding owned by the student or his family, the lease on the basis of an agreement concluded pursuant to the provisions on farmers' social insurance, or the lease of the agricultural holding in connection with collecting an annuity specified in the provisions on supporting development of areas rural with funds from the Guarantee Section of European Agricultural Guidance and Guarantee Fund
 - 5) contract on the contribution of land in the event of a farm being brought into use by an agricultural production cooperative,
 - 6) document confirming the amount of rent,
 - 7) transfers or money transfers documenting the amount of maintenance paid, if family members are obliged by court judgment, court settlement, settlement concluded before a mediator or other enforcement title originating or approved by the court to pay them to a person outside the family,

- 8) in the event that the entitled person has not received alimony or received them in an amount lower than that set out in the court judgment, court settlement or settlement concluded before the mediator or other enforcement title from or approved by the court:
 - certificate of the body conducting the enforcement proceedings about the total or partial ineffectiveness of the enforcement of maintenance, as well as the amount of maintenance enforced, or
 - information of the competent court or competent institution about the fact that an authorized person has undertaken activities related to the enforcement of an enforceable title abroad or about failure to take such activities, in particular in connection with the lack of legal basis to take them or the inability of the authorized person to indicate the place of residence of the maintenance debtor abroad, if the debtor resides abroad;
- 9) copy of an enforceable court order awarding maintenance to persons in the family or outside the family or a copy of the minutes of the meeting containing the content of the court settlement, or copy of the settlement approved by the court before the mediator or other enforcement title originating or approved by the court obliging maintenance to persons in the family or outside the family,
- 10) copy of a final order of the court ruling on adoption or certificate of family court or adoption centre on pending court proceedings in a case concerning adoption of a child,
- 11) family court decision to appoint a child's legal guardian,
- 12) copy of final judgment dismissing the claim for maintenance,
- 13) court order obliging one parent to bear the total cost of maintaining the child,
- 14) copy of the court decision indicating that the child was left alternately under care of both parents in comparable and repeated periods,
- 15) decision to grant maintenance fund benefits and the monthly amount of the fund benefit,
- 16) copy of the final judgment of family court ruling on divorce or separation or settlement before a mediator,
- 17) copy of the final judgment dismissing the claim for maintenance,
- 18) death certificate of family member (s) in the event of a change in the status of the student's family in relation to the state from the calculation period,
- 19) death certificate of the student's spouse or parent, in the case of a single parent
- 20) complete copy of the birth certificate if the father is unknown;
- 21) certificate of disability or the degree of disability of the student or their family member over 18 years of age, unless they are still studying and dependent on the student or the student's family,
- 22) certificate from the employment office confirming the fact of being out of work with or without the right to unemployment benefit in the case of unemployed student family members; the certificate is also required in the case of loss and obtaining income; the certificate must contain information on the amount of unemployment benefit or scholarship received and the period of receipt,
- 23) employer's certificate or statement on the date of parental leave and the period for which it was granted, as well as the periods of employment,
- 24) certificate on the amount of income of a student or a member of his family if they have achieved income outside of the Republic of Poland,
- 25) document specifying the date of loss of income and the monthly amount of lost income,
- 26) document specifying the amount of income obtained by the student and their family members and the number of months in which the income was obtained in the event of obtaining income during the calculation period,
- 27) document specifying the amount of income obtained by the student and their family members from the month following the month in which the income was achieved - in the case of obtaining income after the calculation period,

- 28) decision or certificate from the appropriate social assistance centre about the amount and period of receiving parental benefit,
 - 29) decision or certificate from the competent authority about the amount and period of receiving maternity allowance referred to in the provisions on farmers' social insurance,
 - 30) certificate from the tax office on the amount received pursuant to art. 27 f. 8-10 of the Act of 26 July 1991 on personal income tax,
 - 31) other documents and statements necessary to establish the right to a social allowance
4. Documents regarding foreign students, as long as they are entitled to benefits, i.e.
 - 1) Residence card - in the case of a foreigner staying on the territory of the Republic of Poland on the basis of a permanent residence permit, long-term resident's EU residence permit, temporary residence permit granted in connection with the circumstances referred to in art. 127 or art. 186 section 1 point 3 of the Act of 12 December 2013 on foreigners or in connection with obtaining refugee status or subsidiary protection in the Republic of Poland,
 - 2) Residence card and decision on granting a foreigner a residence permit on the territory of the Republic of Poland or another document entitling the foreigner to stay on the territory of the Republic of Poland, which entitles to perform work,
 - 3) Pole's Card.
 5. Documents concerning foreign students should be translated into Polish by a sworn translator.
 6. All declarations are made under penalty of perjury for false testimony. The person making the declaration is obliged to include in the clause the following contents: **"I am aware of criminal liability for making a false statement."**