**Appendix No. 2 to the Regulations on student benefits**

**List of documents required on application for each type of scholarship**

Pursuant to the Regulations on student benefits, hereinafter referred to as the “Regulations”, the following List of documents required on application for each type of scholarships is hereby defined as follows:

# § 1

**Social scholarship**

Documents required:

1. **Application – filled out by the student in the USOS web system, in accordance with the actual state, then printed and signed.**
2. **Financial Statement – filled out by the student in the USOS web system, in accordance with the actual state, then printed and signed.**
3. **Certificate from the Tax Office on the income obtained by each adult member of the family during the last tax year.**
4. **Certificate from the Tax Office on conducting business and its taxation, containing information about: the tax year, which the certificate applies to, the taxpayer’s details including name and surname, PESEL number, form of taxation, revenue (not income), tax rate, the amount of the paid tax. In the case of obtaining income and benefits abroad, it is necessary to submit appropriate documents issued by foreign equivalents of Polish offices and institutions containing data analogous to those required for the income received domestically. The above-mentioned documents must be translated into Polish.**
5. **Certificate from ZUS (Social Insurance Institution) or KRUS (Agricultural Social Insurance Fund) of the student and family members earning income on the amount of the paid health insurance premiums (9%) – it is necessary to provide the total amount of contributions shown in the certificate.**
6. **Certificate from the Commune Office or the Town Hall on the area of a farm - number of hectares after conversion (to 4 decimal places) - applies only to those family members who own an agricultural holding. If the holding is leased, then in addition to the certificate from the Commune Office the student must also provide:**

**Appendix No. 2 to the Regulations on student benefits**

1. lease contract concluded in accordance with the provisions on farmers’ social security,
2. contract concluded in the form of a notarial deed, in the case of bringing an agricultural holding for use by an agricultural production cooperative,
3. lease contract in the case of leasing a farm in connection with the receipt of pension specified in the regulations on supporting rural development from the funds of the Guarantee Section of the European Agricultural Guidance and Guarantee Fund.
4. **Certificate from the Labor Office confirming the fact of unemployment with or without the right to the benefit if one of the family members is unemployed.**
5. **Certificate from school, in the case of siblings who still attend school (photocopy of an abbreviated duplicate of birth certificate – for children of up to age of 7)**,
6. the family includes children who study up to the age of 26 or to the moment of graduation if they turn 26 in the last year of studies,
7. and children with disabilities regardless of age (in this case, the student must submit a school certificate or a document confirming disability).
8. **Photocopy of death certificate - in the event of the death of a family member.**
9. **Photocopy of a court judgment duplicate pronouncing the divorce or separation, Court decision ordering maintenance payment for the benefit of persons in the family, certificate regarding maintenance, certificate from the Maintenance Fund.**
10. **Certificate from Social Welfare Centres, if the family receives social welfare assistance or if its income is below or equal to PLN 528 per family member.**
11. **Student’s declaration on sharing/not sharing a household with parents – to be submitted by students who prove their financial independence.**
12. **Declaration on financial situation – submitted by students whose calculated monthly income is below or equal to PLN 100 per family member. Students must specify** **how they secure their livelihood.**
13. **Declaration on residence in a student dormitory/other facility –** is submitted by the student appllying for the social benefit due to the place of residence.
14. **Other documents are required depending on individual situation of the student’s family. In the case of obtaining income and benefits abroad, appropriate documents issued by foreign equivalents of Polish offices and institutions should be submitted, containing data analogous to those required for income received domestically. The above-mentioned documents must be translated into Polish.**
15. **Students are obligated to submit the following original documents:**

* **Certificates from appropriate tax offices, ZUS (Social Insurance Institution), UP (Labour Office) – only original documents will be accepted.**
* **Documents such as USC (Registry Office) documents, court sentences can be submitted in the form of duplicates, and the originals must be submitted for verification**.

# § 2

**Scholarship for people with disabilities**

Documents required:

1. **Application – filled out by the student in the USOS web system, in accordance with the actual state, then printed and signed**.
2. **Certificate of disability - photocopy required**.

# § 3

**Incentive**

Documents required**:**

1. **Application – filled out by the student in the USOS web system in accordance with the actual state, then printed and signed**.
2. **Documents confirming a random event** - for example: police certificate, death certificate, medical certificate, etc.

# § 4

**Rector’s scholarship**

Documents required**:**

1. **Application – filled out by the student in the USOS web system, in accordance with the actual state, then printed and signed.**
2. **Appendix of achievements – filled out by the student in accordance with the actual state, then printed, signed and attached to the application for the Rector’s scholarship.**
3. **Documents confirming scientific, sporting and artistic achievements – i.e., diploma / certificate with signatures of authorized persons**.

# § 5

The list of documents is open.