



**Appendix No. 1  
to the Benefit Rules for the students of Gdańsk University of Technology**

**List of documents required to apply for a maintenance scholarship**

**§1**

1. List of required documents concerns all family members of the student, unless otherwise stated herein.
2. The student is obliged to present the originals of the documents. The copies of documents are accepted if their authenticity is certified by a District Office, Municipal Office, notary public or institution that issued a particular document.
3. A member of the Committee who receives the original of the document with its copy, certifies the authenticity of the copy upon the request of the student. The certification of authenticity includes signature of the Committee member, date and place of certification. If the document has any peculiarities (annotations, corrections or damages), this should be included in the certification of authenticity.
4. Documents issued abroad require sworn translation into Polish. The student is obliged to deliver the original document together with its translation.
5. Certificates from the Tax Office and the authorities referred to in §2(4)(2) of this Appendix should be issued not earlier than 3 months, and certificates issued by other bodies or institutions - not earlier than 1 month before the date of submitting the application for a maintenance scholarship

**§2** The student is obliged to attach the following documents to the application for the scholarship:

1. a completed and signed declaration, which template is included in Appendix 2a to these Rules,
2. if persons referred to in §22(1)(4) of the Rules are in a shared household:
  - 1) an abridged copy of the birth certificate and
  - 2) a certificate from the school or university where they continue their education, or a disability certificate – regarding the age of majority.
3. if the person referred to in §22(1)(2) of the Rules is in a shared household: marriage certificate with the student;
4. for each adult family member:
  - 1) a certificate from the Tax Office on the total income, taxed on the principles set out in Art. 27, Art. 30b, Art. 30c, Art. 30e and Art. 30f of the Personal Income Tax Act, for the base year; the certificate should contain information on the amount of: income, social security contributions deducted from income, tax due;

- 2) a certificate from the Social Insurance Institution or the Agricultural Social Insurance Fund, or the Pension Office of the Ministry of Interior and Administration, or the Military Pension Office, or the Pension Office of the Prison Services about the amount of health insurance contributions paid for the base year - applies to people who achieved income in the base year.
5. for each adult family member running a business:
    - certificate from the Tax Office regarding business activity depending on the taxation form:
      - 1) business activity taxed on general basis: a certificate confirming entry in the register of entrepreneurs, including an indication of the form of taxation,
      - 2) accounting on the basis of flat-rate income tax on certain revenues obtained by natural persons, including information on: the form of tax paid, the amount of income, the tax rate, the amount of tax paid in the base year;
  6. for each family member owning a farm:
    - 1) a certificate from the Commune Office (Commune Offices) on the size of the farm in conversion hectares
  7. for each family member who lost their income:
    - 1) an application for lost income recognition (Appendix 2b);
    - 2) documents confirming the loss of income, the amount and type of income lost.
  8. for each family member who reports income:
    - 1) an application for income recognition (Appendix No. 2c);
    - 2) a document confirming received income, the amount and type of income and the number of months in which the income was obtained - applies to income in the base year;
  9. the amount (net) and type of income earned for the month following the month in which the income was obtained - applies to income following the base year for each family member who received income abroad and has not settled the income with the Polish Tax Office:
    - 1) certificate of net annual salary issued by the employer or the foreign equivalent of the Polish Tax Office.
  10. if the student is in an single-parent family:
    - 1) when the parent is dead – death certificate;
    - 2) when the parent is alive:
      - a. a court decision or court settlement on the award and the amount of alimony. It is possible to deliver a court decision on the complete waiver of the responsibility of guardianship of the student's family member,
      - b. in justified cases: a certificate of the court bailiff confirming the amount of the enforced alimony or a certificate of the court bailiff on the partial or total ineffective enforcement of alimony payments,
      - c. in the event of total ineffectiveness of the enforcement of alimony - a certificate from the Social Welfare Center on the benefits received or on the non-collection of benefits from the Alimony Fund.

11. receiving income other than resulting from the above-mentioned documents:

1) a certificate or statement documenting the source and net amount of income.

12. if a family member has alimony obligations:

1) documents confirming the alimony obligation and confirming the payment of such alimony.

13. if the average monthly net income per one family member of the student is lower than the amount specified in Art. 8(1)(2) of the Act on Social Assistance:

1) a certificate of income and financial situation of the student's family, issued by a Social Welfare Center, and in the case of transformation of a Social Welfare Center into a Social Services Center, pursuant to the provisions of the Act of 19 July 2019 on the Provision of Social Services by the Social Services Center (Journal of Laws, item 1818) - from the Social Services Center. If it is not possible to provide the certificate, the student is obliged to justify in writing the reasons for not providing the certificate and document the sources of income for the family.

### **§3**

1. If documents referred to in §2 and §3(1)-(12) of this Appendix are not submitted with the application for a maintenance scholarship, the application will not be examined.
2. If documents referred to in §2(13) of this Appendix are not submitted with the application for a maintenance scholarship, the Commission will refuse to award the scholarship.