Appendix No. 1 to the Regulations on benefits for students of the Medical University of Warsaw in Warsaw

**LIST OF DOCUMENTS CONFIRMING FAMILY COMPOSITION AND FAMILY MEMBERS' INCOME**

1) **certificates from the tax office on the amount of income subject to personal income tax on the principles specified in art. 27, 30b, 30c, 30e and 30f of the Personal Income Tax Act of 26 July 1991 (consolidated text: Journal of Laws of 2024, item 226), containing the amount of income, social security contributions, the amount of tax due or confirming the lack of income earned for the base year**,

applies to all family members who are of legal age on the date of application, including the applicant’s student/doctoral student.

1a) **a certificate from the Tax Office on income exempt from income tax pursuant to Article 21, paragraph 1, point 148 of the Personal Income Tax Act of 26 July 1991,**

persons under 26 years of age who earn income (revenue) from an employment relationship, cooperative employment relationship, service relationship, outwork relationship or contracts for services. The exemption does not apply to other income, e.g. from self-employment or contracts for specific work.

2) **a certificate or decision of the body paying the additional cash benefit for a pension or retirement pension, indicating the net amount of this benefit paid in the base tax year, together with information on the amount of health insurance contributions actually paid in this respect,**

requested person

3) **a certificate from the tax office stating that a tax return has not been filed for the base year,**

persons who did not achieve taxable income in the base year.

4) **a certificate from the tax office concerning family members settling their accounts on the basis of the provisions on flat-rate income tax on certain incomes earned by natural persons, containing information on:**

**a) the tax year to which the certificate relates,**

**b) data of the taxpayer to whom the certificate relates, including first name, last name, PESEL number,**

**c) form of tax paid,**

**d) amount of income,**

**e) tax rate,**

**f) amount of tax paid in the base year – according to the formula applicable to family benefits**

only persons who conduct business activities according to the above principles.

5) **a printout from the website of the Central Registration and Information on Business (www.ceidg.gov.pl) about conducting/not conducting business activity,**

the applicant and all adult family members.

6) **documents confirming the amount of the health insurance contribution paid (certificates from ZUS, KRUS, workplace, certificate from the accounting office, Pension and Disability Insurance Institution of the Ministry of Interior and Administration, military pension office, prison service pension office),**

people who earn taxable income, in the case of several sources of income for one person, a certificate of the amount of the health insurance contribution for each income is needed. Certificates of the amount of the health insurance contribution are not needed in the case of zero gross income, income taxed with flat-rate income tax, lost income, income from an agricultural holding.

7) **a declaration on the MUW form about the non-taxable income achieved in the base year (e.g. alimony, farm, doctoral scholarship, scholarships for the unemployed financed from European Union funds),**

the applicant and adult members of his family, with or without untaxed income.

8) **certificates from relevant state administration bodies regarding income not subject to income tax, listed in Art. 3 c) of the Act on Family Benefits of 28 November 2003 (consolidated text: Journal of Laws of 2024, item 323), e.g. certificates from the Agricultural Social Insurance Fund (KRUS) regarding received farmers’ sickness benefits, maternity benefits, war invalids’ pensions, energy lump sums, parental benefit, etc. achieved in the base year,**

persons concerned.

9) **a certificate from the relevant commune authority on the average number of conversion hectares of the total area of ​​the agricultural holding (the status of ownership in the base year) or a payment order containing the average number of conversion hectares (an agricultural holding is considered to be an area of ​​agricultural land not less than 1 physical or conversion hectare in total)**

persons owning an agricultural holding.

10) **a certificate from KRUS on the current registration for health insurance of the farm owner and persons cooperating in agriculture**

the owner of a farm and persons working on a farm who do not own land and are not employed outside agriculture.

11) **a certified true copy (or a copy and original for inspection) of a farm lease agreement concluded in accordance with the provisions on social insurance for farmers (i.e. for at least 10 years, in writing, with a person who is not: a spouse, child, child's spouse, person remaining in a joint household or his/her spouse), registered in the land register,**

in the case of leasing or accepting part or all of an agricultural holding for the entire base year, and also in the case of leasing part or all of an agricultural holding in connection with receiving, for the entire base year, a pension specified in the regulations on supporting rural development from funds from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund.

12) **a certified true copy (or a copy and original for inspection) of a contract concluded in the form of a notarial deed,**

in the case of transferring an agricultural farm for use by an agricultural production cooperative for the entire base year.

13) **certificate of the amount of social insurance contributions paid for the base year.**

persons obtaining income from membership in agricultural production cooperatives.

14) **a copy of a court judgment or settlement reached in court or before a court mediator documenting the amount of alimony paid to other persons,**

requested person

15) **a copy or a certified true copy (or a copy and the original for inspection) of a court judgment awarding maintenance for family members or a copy of a court settlement or a copy of a settlement before a court mediator concerning the performance of the maintenance obligation from the funds of the obligated parent,**

persons receiving alimony.

16) **a certificate from a bailiff about the total or partial ineffectiveness of the enforcement of alimony, as well as the amount of the enforced alimony,**

requested person.

17) **a copy of a final court decision dismissing a claim for alimony,**

requested person.

18) **a copy of a final court decision obliging one of the parents to bear the full costs of maintaining the child**

requested person.

19) **certificate of receiving alimony from the Alimony Fund,**

requested person.

20) **a certified true copy (or a copy with the original for inspection) of a copy of a family court decision appointing the legal guardian of the student's child,**

requested person.

21) **a certified true copy (or a copy with the original for inspection) of a final judgment of a family court confirming the adoption of the child or a certificate from a family court or an adoption and care centre about the court proceedings conducted in the matter of the adoption of the child or the determination of the actual guardian,**

requested person.

22) **a certificate of the income of a family member of a student or a student, if he/she earned income outside the country, issued by foreign counterparts of Polish offices and institutions, containing data similar to those required in the case of income earned in the country. The documents should be translated into Polish,**

requested person.

23) **a certificate from a university or school,**

confirming that each family member who is in school is actively studying.

24) **a certificate of disability or a moderate or significant degree of disability,**

in the case when a family raises a disabled child.

25) **a certificate from an institution providing 24-hour maintenance for a family member (social welfare home, care and educational facility, youth educational center, juvenile shelter, correctional facility, detention center, penitentiary, care and treatment facility, nursing and care facility, military school or other school), if these institutions provide full maintenance free of charge,**

requested person.

26) **a declaration on the MUW form about the place of residence at the place of study in the case of applying for an increase in the social grant for accommodation in a dormitory or another facility,**

requested person.

27) **a certificate from the Employment Office confirming the status of an unemployed person with or without the right to benefit,**

unemployed persons: parents, legal or actual guardians, applicant, applicant's husband/wife, siblings up to 26 years of age studying part-time, if they are registered with the Employment Office

28) **a statement from a family member about being unemployed, along with information on health insurance, valid on the date of application,**

unemployed persons, not registered at the Employment Office.

29) **copy of the parent’s death certificate – for inspection,**

persons not receiving a family pension after the death of their parents or who are in the process of determining their entitlement to a family pension.

30) **a certified true copy (or a copy and original for inspection) of the decision to grant a family pension or rejection,**

requested person.

31) **a copy of the student's marriage certificate,**

married applicants.

32) **a copy of the child’s birth certificate or another document confirming the age of the child not subject to compulsory education, i.e. up to 7 years of age,**

applicants with children/siblings.

33) **a full copy of the birth certificate of the student or his/her child,**

in case the father of the above is unknown.

34) **other documents necessary to clarify the student’s financial situation,**

requested person.

35) **a certificate from the Social Welfare Centre or the Social Services Centre on the use of social assistance benefits by the student or his/her family members in the year of submitting the application for the social grant,**

an applicant whose monthly income per family member does not exceed the amount specified in art. 8 section 1 point 2 of the Act of 12 March 2004 on social assistance (Journal of Laws 2024, item 1283).

**List of documents confirming loss of income:**

1. In the event of loss of employment by a person classified as a family member, the following should be attached:

a) a certificate from the Employment Office, if the person is registered for the purpose of seeking employment, in the case of receiving unemployment benefits - a certificate specifying the amount of the net benefit and the period of its receipt,

b) in the case of joint settlement of parents for the base year and loss of employment by one of them, a certificate from the Tax Office specifying the income of each parent (or separate certificates) together with the amount of tax due,

c) in the case of failure to register a non-working family member of the applicant with the Employment Office - a certificate issued by the appropriate body regarding current health insurance,

d) an employment certificate from the last place of employment, a certificate from the employer on the expiry of the contract of mandate or contract for specific work and the lack of continuation of employment,

e) a certificate from the workplace on the commencement of parental leave in the current year,

f) a certificate on the loss of benefit sickness benefit, rehabilitation benefit, parental benefit or maternity benefit, due after losing employment or other gainful employment.

2. In the event of retirement or disability pension of one or both parents – decision on granting a pension or disability pension (officially certified copy or copy and original for inspection) and a certificate from the previous employer that after retirement or disability pension the employee (parent, legal or actual guardian of the student/PhD student) is not employed there.

3. In the event of loss of pension or disability pension – a certificate from the relevant administrative body.

4. In the event of deregistration of business activity or its suspension in connection with raising a child by an entrepreneur who does not employ employees – a document confirming deregistration or suspension of the activity.

5. In the event of loss of maintenance benefits due to death – a copy of the death certificate (for inspection) of the person obliged to pay maintenance to the applicant or a member of their family.

6. In the event of loss of maternity benefit, as referred to in the provisions on social insurance for farmers – a certificate from KRUS confirming this fact.

7. In the event of loss of parental benefit – an appropriate certificate.

8. In the event of loss of doctoral scholarship – an appropriate certificate

**List of documents confirming the receipt of income:**

1. In the case of the receipt of income by a person classified as a family member, the following should be attached:

a) a certificate from the employer on employment and net income from the month following the month in which the income was earned,

b) a certificate of entry in the register of economic activities and income from this activity, a certificate of resumption of economic activity after a period of suspension due to the cessation of childcare by an entrepreneur who does not employ employees,

c) a certificate of the end of parental leave,

d) a certificate of obtaining sickness benefit, rehabilitation benefit, parental benefit or maternity benefit, due after the loss of employment or other gainful employment,

a) a certificate of obtaining pre-retirement benefit or pre-retirement benefit, teacher's compensatory benefit, as well as retirement or disability pension, family pension or social pension,

b) a certificate from the Labor Office on obtaining the right to unemployment benefit or scholarship, stating the monthly net amount of the benefit and the period its receipt,

g) a certificate from KRUS on obtaining maternity benefit, including the amount of the benefit and the period for which it was received,

h) a certificate on obtaining parental benefit, including the amount of the benefit and the period for which it was received,

i) a certificate on obtaining a doctoral scholarship, specifying its amount and the period for which the scholarship was granted.