

Income form dedicated to non-EU and EEA foreigners

[Information on how to fill out the form]

The following form is used to calculate your per capita income in your family for the purpose of the procedure for allocating places in dormitories. The form is divided into two parts:

1. **referring to the composition of your family** – the individuals most commonly included in household composition are typically specified,
2. **applies to the income of each member of your family** – indicate the income of your family even if they are abroad.

A scan of the completed and signed form should be attached as an appendix to the application along with documents supporting the information provided below. **It will not be accepted otherwise!**

The form must be filled out legibly, in capital letters or by computer!

The form must be accompanied by documents confirming the aforementioned information. Failure to provide these documents will make it impossible to verify the accuracy of the submitted data and calculate the income per person in the family.

3. Composition of your Family

- applicant:
[please enter full name]
- applicant's mother:
[please enter full name]
- applicant's father:
[please enter full name]
- applicant's sister (minor/under 26 years old in education/person with disability)*⁸:
.....
[please enter full name]
- applicant's brother (minor/under 26 years old in education/person with disability)*⁹:
.....
[please enter full name]
- applicant's wife:
[please enter full name]
- applicant's husband:
[please enter full name]
- applicant's child:
[please enter full name]

If you do not include one or both of your parents, please indicate the reason:

- one or both of my parents are deceased
- I receive alimony from one or both of my parents
- one or both of my parents are missing
- one or both of my parents are in prison
- other (specify)

If you want to file taxes without your parents, please indicate the condition you meet:

- being over 26 years old
- being married
- supporting a child (including adopted)
- reaching adulthood in foster care

⁸ Delete if not necessary

⁹ Delete if not necessary

4. Income of individual members of your family

Currencies are converted by multiplying before the exchange rate of the National Bank of Poland as of 31 December 2023, which can be found in the individual tables:

Table A: <https://nbp.pl/archiwum-kursow/tabela-nr-251-a-nbp-2023-z-dnia-2023-12-29/>

Table B: <https://nbp.pl/archiwum-kursow/tabela-nr-052-b-nbp-2023-z-dnia-2023-12-27/>

Table C:

<https://nbp.pl/archiwum-kursow/tabela-nr-251-c-nbp-2023-z-dnia-2023-12-28-obowiazujaca-od-dnia-2023-12-29/>

COLUMN A ¹⁰	COLUMN B ¹¹	COLUMN C ¹²	COLUMN D ¹³	COLUMN E ¹⁴
Family member	Income in 2023.	Non-taxable income in 2023.	Income changes after 2023.	New income after 2023.
<i>applicant</i>				
<i>applicant's mother</i>				
<i>applicant's father</i>				
<i>applicant's sister</i>				
<i>applicant's brother</i>				
<i>applicant's wife</i>				
<i>applicant's husband</i>				
<i>applicant's child</i>				

¹⁰ In column A, space has been left to include a family member, especially if you have more than one sister or brother.

¹¹ In column B, you should indicate the income obtained from, among others: professional work, business activities, pensions.

¹² In column C, scholarships should be indicated, among other things.

¹³ In column D, it should be indicated whether a family member has lost income and to what extent, whether a family member has gained income and to what extent

¹⁴ In column E, income obtained no later than 1 January 2024 should be indicated.

Does you or a member of your family pay alimony to someone outside of your household?

Yes.

Please indicate in what monthly amount:

No.

[Attachments to the form]

Below is a list of sample documents that should be attached to the form. The specific documents required depend on the individual's situation. It should be assumed that every piece of information indicated in this document must be confirmed by an official document.

The need to authenticate the provided information also applies to situations where an individual does not have any income (with the exception of minors).

All documents in a language other than Polish must be translated. In the case of applying for a place in a dormitory, a sworn translation is not required.

Category criteria	Sample Documents
Family composition	death certificate (in the case of orphanhood or half-orphanhood), birth certificate (in the case of minor siblings), school or university certificate (in the case of adult siblings who are studying), disability certificate (in the case of siblings with disabilities)
Column B	certificates from relevant authorities (in the case of income earned in Poland, this is a certificate from the Tax Office regarding the income and social security contributions, as well as a certificate from ZUS regarding the health insurance contribution), pension award decision
Column C	scholarship decisions (excluding scholarships received at the University of Warsaw)
Column D	document confirming the termination of the contract, PIT-11 form, employment certificate
Column E	contracts

[Legal advice]

Forewarned about criminal liability for the offense defined in Article 286 of the Criminal Code (consolidated text: Journal of Laws of 2022, item 1138 as amended) – "Who, in order to obtain financial gain, induces another person to make a disadvantageous disposition of their own or someone else's property by deceiving them or exploiting their error or inability to properly understand the actions taken, is liable to imprisonment for a term of 6 months to 8 years" – as well as disciplinary liability under art. 307 ust. 1 and 322 ust. 1* of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742), I declare that:

- the information provided describes the financial situation of myself and my family from the year 2023 AND THE CURRENT one;
- the documents attached to this declaration constitute a complete set of documentation confirming the income of myself and my family, and the information contained therein is in line with the factual circumstances;
- the composition of my family provided is up to date on the day of submitting the application.

Art. 307 ust. 1 The student is subject to disciplinary liability for violating the regulations in force at the university and for acts that compromise the dignity of a student.

Art. 322 ust. 1 The doctoral student is subject to disciplinary liability for violating the regulations in force at the institution conducting the doctoral school and for acts that compromise the dignity of a doctoral student.

.....
[Date and place]

.....
[Signature]