

## Evidence of income for EU student finance applications: Spain

When you complete your application form, you will need to send supporting documentary evidence to us with your application. You can send original documents, which we will copy and return, but we would prefer to receive certified\* copies of documents, as original documents can be lost in the post.

A certified\* copy is a photocopy of an original document. This copy must have been stamped and signed as being a true copy of the original by an official:

- o minister of religion
- o doctor
- o lawyer
- o civil servant
- o teacher/lecturer; or
- o police officer

The certifying person must not be a relative and must provide their:

- o name
- o job title
- o address; and
- o telephone number

Certified\* copies of documents required for each section would include:

### Your personal details

- o Passport or ID card
- o Marriage Certificate, **Certificado de matrimonio/Libro de Familia**.
- o An official document confirming separation, **Libro de Familia**.
- o Divorce Papers, **Sentencia del divorcio/Libro de Familia**.
- o Your husband's/wife's Death Certificate, **Certificados de las Actas de Defunción/Libro de Familia**.

### Student's estimated income and financial obligations

- o Employment contracts, **contratos de empleo**, confirming employment dates and gross earnings.
- o Bank account statements, **balance de cuenta bancaria**.
- o Social Security Card, **tarjeta de afiliación a la seguridad social**, giving details of the exact benefit payable.

### About your parents

- o An official document confirming separation.

- o Divorce Papers, **Sentencia del divorcio/Libro de Familia.**
- o Your parent's(s') Death Certificate(s), **Certificados de las Actas de Defunción/Libro de Familia.**

### **Parents', step-parents', parent's partner's, husband's, wife's or your partner's financial details**

Documents required for this section, which relate to income earned/received from 01/01/2009 to 31/12/2009, would include (where applicable):

- o The complete income tax statement(s), **Declaración o Declaraciones del Impuesto sobre la Renta de las Personas Física.**
- o Documentation from the National Institute for Employment, **Instituto Nacional de Empleo, (INEM)** in respect of unemployment benefits, **subsidio o prestación de desempleo.**
- o Bank account statements, **balance de cuenta bancaria**, showing any interest received on savings.
- o Documentation from the Ministry of Social Security, **Ministerio de Trabajo y Seguridad Social**, in respect of incapacity or disability benefits, **prestaciones por incapacidad o minusvalía.**

### **Deductions**

- o **Private** pension plan – official confirmation of payments made from

**01/01/2009 to 31/12/2009.**

### **Dependant's details**

- o Birth Certificate, **Partida de Nacimiento.**
- o National Identity Card, **Documento Nacional de Identidad.**
- o Passport, **Pasaporte.**