

Evidence of income for EU student finance applications: Czech Republic

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: a minister of religion, doctor, lawyer, civil servant, teacher/lecturer, police officer. The person certifying the copy must provide their name, job title, address and contact telephone number. The certifying person must not be a relative.

Certified* copies of documents required for each section would include (where needed):

Your personal details

- Passport or ID card
- Marriage Certificate, “**Oddaci list**”
- Official letter of separation, “no official period of separation exists so far.
- Court Ruling of Divorce, a copy of the letter from “**Rozsudek o rozvodu manzelstvi**”.
- Death Certificate of husband/wife, “**Umrtni list**”

Student’s estimated income and financial obligations

- Evidence from your Social Security office/benefit provider for example “**rodicovsky prispevek,**” from “**Sprava socialniho zabezpeceni**”
Salary/wage slips, “**vyplatni paska**”

About your parents

- A Court Ruling of Divorce, a copy of the letter from “**Rozsudek o rozvodu manzelstvi**”
- An official document confirming separation. “no official period of separation exists so far.
- A Death Certificate, “**Umrtni list**”

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):

- income tax form(s), The acceptable tax forms issued by the Czech tax authorities are: a **Priznani k dani prijmu fyzickych osob** (both forms A and B are acceptable), and the **Potvrzeni** (Employer Statement).
- letter of statements relating to any Social Security Benefits for example “**name of a benefit and benefit provider rodicovsky prispevek / Sprava socialniho zabezpeceni**”

Deductions

- **Private** pension plan – official confirmation of payments made from 01/01/2009 to 31/12/2009.

Dependant's details

- Birth Certificate(s), “**Rodny list**”
- National Identity Card, “**Obcansky prukaz**”, which is received at the age of 15