

## ANNOUNCEMENT

We inform you that the application system in USOSweb for submitting applications for **a social scholarship** and **a scholarship for students with disabilities** will be reopened on the following dates:

- November: **from November 22 to November 30, 2024**
- December: **from December 1 to December 5, 2024**

The system for submitting applications for **hardship grants** in USOSweb will be available for the winter semester of the 2024/2025 academic year until **January 20, 2025**.

**Applications for the aforementioned scholarships and hardship grants will be available after logging into the USOSweb system.**

**Notice** - Before filling out the application, please familiarize yourself with the Regulations for Awarding Student Benefits at the Rzeszów University of Technology, dated July 17, 2019, with subsequent amendments, and with the procedure for applying for social scholarships and social scholarships in increased amounts for the 2024/2025 academic year.

The monthly income per person in the student's family that entitles them to apply for a social scholarship is as follows:

- 1) Social scholarship – **PLN 1,570.5**
- 2) Social scholarship in increased amount – **PLN 600\***

### I. METHOD OF SUBMITTING APPLICATIONS

The income declaration and the application for a social scholarship, together with documentation regarding the income of family members, should be submitted or sent by postal service/courier to the Office of Student Financial Aid, ul. Podkarpacka 1, 35-082 Rzeszów, budynek „J”, pokój 101,102 and 118, **from 8:00 AM to 10:30 AM and from 11:00 AM to 1:30 PM.**

## **Consultation and verification of the application and documents by a PRz employee**

To correctly fill in the application and compile the documents confirming the student's financial and family situation, there is an option to consult by phone or email before submitting the application to the Office of Student Financial Aid. Students can send scanned income declarations and documents confirming their financial and family situation to: **stypendia@prz.edu.pl**.

Phone consultations will be available Monday to Friday from 8:00 AM to 2:00 PM at the following phone numbers: 17865**1482**, 17743**2514**, 17743**2513**, 17743**2516**, 17865**1285**, 17743**2515**.

### **Required Documents:**

#### **Social Scholarship and Increased Social Scholarship:**

Students applying for a social scholarship or increased social scholarship for the winter semester of the 2024/2025 academic year must **fill in the income declaration and the application for a social scholarship in the USOSweb system and submit it with a full set of documents** at the Office of Student Financial Aid, Podkarpacka 1, 35-082 Rzeszów, building "J", rooms 101, 102, or 118.

- 1) Income declaration (income of the student and/or the student's family earned in 2023).

Note: A student whose monthly income per person in the family is equal to or less than PLN 600 is required to provide a certificate issued by the social welfare centre or social services centre confirming the receipt of social assistance benefits by the student or their family members in 2024. If not receiving social assistance, the student must document the family's sources of income.

- 2) APPLICATION for a social scholarship or social scholarship in an increased amount.

- 3) Complete documentation confirming the financial and family situation – a certificate from a school or university confirming the attendance of siblings or a student's child at a school or university, up to the age of 26.

**All documents must be submitted as originals or copies certified as true copies.**

For certified copies, the document must contain a statement such as "true to the original" or "I certify that this is a true copy of the original" or similar wording on each page, along with a stamp, date, and legible signature (or illegible signature with a name stamp) of the person authorized to certify the documents. For multi-page documents, it is permissible to certify the first page with a statement like "certified as a true copy from page ... to page ...".

In the case of applying for a social scholarship or an increased social scholarship, the application must be submitted by the aforementioned deadline. However, the certificate confirming the student's residence in a university dormitory or a declaration of residence (in the case of renting an apartment) must be submitted no later than the start of the academic year. The fact of a student's residence in the PRz student dormitory is verified based on the list of students residing in that dormitory. The list is prepared by the administrator of the respective dormitory at the beginning of each semester and is submitted to the Office of Student Financial Aid.

### **Scholarship for Students with Disabilities**

Students applying for a scholarship for students with disabilities for the winter semester of the 2024/2025 academic year must fill in the application in the USOSweb system and, after printing and signing it, submit it at the Office of Student Financial Aid, Podkarpacka 1, 35-082 Rzeszów, building "J", rooms 101, 102, or 118, along with a copy of the disability certificate (the original must be presented for verification).

### **Registration of Disability Certificates**

The registration of the disability certificate is handled by the Office for Students with Disabilities, which is responsible for entering the certificate data into the USOS system.

After data migration (the next day after registering the certificate in the USOS system), the student can proceed with the steps mentioned above.

Information regarding the registration of the disability certificate can be obtained from the employee of the Office for Students with Disabilities by phone at: 177432372 or via email at: [majak@prz.edu.pl](mailto:majak@prz.edu.pl)

## Remarks

The disability certificate or degree of disability should be presented at the Office for Students with Disabilities (Podkarpacka 1, 35-082 Rzeszów, building J, room 022).

Note: A student who registered a disability certificate in the 2023/2024, 2022/2023 academic years, or earlier, and which is valid after October 1, 2024, does not need to re-register the certificate.

Applications for the above benefits for the winter semester of the 2024/2025 academic year will be available after logging into the USOSweb system. Applications should be completed and submitted within the specified deadlines.

## Consequences of not submitting the application by the deadline

**Failure to submit** the application to the Office of Student Financial Aid by the specified deadline will result in the rejection of the application in the USOSweb system and the application **being left unprocessed**.