



PRACTICAL GUIDE

SCHOOL PROOF

[Family Benefit for Children and Young People, Scholarship and Survivor's Pension]

INSTITUTO DA SEGURANÇA SOCIAL, I.P

TECHNICAL FILE

TITLE

Practical Guide – School Proof

[Family Benefit for Children and Young People, Scholarship and Survivor's Pension]

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The information in this practical guide does not waive the consultation of the law.

A – School Proof – What is it?

It is a document attesting a young student's enrolment in an educational/training establishment. The School Proof must be submitted every year during the month of July, so that the young student may be entitled/continues to be entitled to the Family Benefit for Children and Young People, Scholarship and/or Survivor's Pension.

When there is an exchange of information between the Education/Higher Education services and the Social Security services, the School Proof is automatically registered in the Social Security Online Service ([SSD - Segurança Social Direta](#)).

As for students enrolled in private establishments without an association contract, in vocational training courses equivalent to the primary or secondary education levels, or in higher education establishments, they must always submit their school proofs through the Social Security Online Service ([SSD](#)).

B – School Proof purposes

School Proof purposes

- Granting or entitlement maintenance of the Family Benefit
- Granting or entitlement maintenance of the Scholarship
- Granting or entitlement maintenance of the Survivor's Pension

School Proof purposes:

Granting or entitlement maintenance of the Family Benefit

Beneficiaries - young people aged 16 or over (or aged 24 or over, in the case of young people with disabilities), provided that, during the school year concerned, they are:

- o enrolled in basic, secondary, higher education level or equivalent (vocational training course equivalent to the education level concerned);
- o receiving any of the Family Benefit income level amounts

Granting or entitlement maintenance of the Scholarship

Beneficiaries - young people aged 14 or over, provided that, in the school year concerned, they are:

- o enrolled in the 10th, 11th or 12th school grade or equivalent;
- o receiving the Family Benefit amount corresponding to the 1st or 2nd income level;

Please note: For more detailed information on Scholarship granting, please consult the Practical Guide – Scholarship (*Guia Prático - Bolsa de Estudo*)

Granting or entitlement maintenance of the Survivor's Pension

Beneficiaries - young people aged 18 or over, holders of the Survivor's Pension and under the following conditions:

- people aged between 18-25, enrolled in the secondary, post-secondary or higher education level;
- people up to the age of 27, enrolled in postgraduate studies, master's and PhD study cycles or undergoing an internship essential for obtaining the respective degree.

Please note: If the vocational training course or end-of-course internship is subsidised, the survivor's pension will only be paid if the amount received does not exceed two thirds of the minimum wage guaranteed to most workers.

B1 – Who may submit the School Proof?

- The school proof must be registered with the NISS of the applicant/recipient of the family benefits, who must be part of the young person's household. The applicant/recipient usually is one of the following persons:
 - Father/Mother
 - Tutor
 - Person to whom the minor is entrusted by a judicial or administrative decision.
- The School Proof may only be submitted by the young beneficiary himself if he/she is aged 18 or over (or aged 16 or over and the respective marital status registered in the Social Security Information System is "married")
- In the case of minors accommodated in Guardianship institutions, the representation by an institution must be validated by the Social Security Institute, P.I. (ISS, I.P – *Instituto da Segurança Social, I.P.*), so that the school proof may be registered/submitted by the person of the institution that represents the minor, or the institution must be the recipient of the minor's Family Benefit.

Please note: The legal representative of the child/young person, before submitting the School Proof, must make his/her registration as legal representative on the Social Security Online Service at www.seg-social.pt; in the **Perfil** (Profile) menu, click on **Representações** (Representations) > **Registar Representação Legal** (Register Legal Representation).

B2 – Who is exempt from the School Proof submission?

- Young people aged under 24, who are entitled to disability benefits;
- Young Survivor's Pension holders who, due to their disabilities, are also entitled to Family Benefits or the Social Inclusion Benefit;

Please note: If a young person with disabilities, enrolled in the secondary education level, meets the conditions for the entitlement to a Scholarship, the School Proof submission is essential for the payment of this benefit. In this case, the document attesting the young person's enrolment in an educational/training establishment must be submitted at the Social Security services of his/her residence area.

C – How to submit the School Proof

Where to submit the School Proof

What can I do on the School Proof page of the Social Security Online Service (SSD)?

Time limits for the School Proof submission

How to submit the School Proof through the Social Security Online Service (SSD)

Where to submit the School Proof

The School Proof is submitted through the **Social Security Online Service (SSD)**, available at www.seg-social.pt. In the **Família** (Family) menu, click on **Abono de Família e Pré-Natal** (Family Benefit and Pre-Natal Family Benefit) > **Prova Escolar** (School Proof) or in the **Pensões** (Pensions) menu, click on **Prova Escolar** (School Proof).

Please note: The School Proof submitted applies to all the mentioned social benefits, regardless of whether they are registered in the **Família** (Family) menu or in the **Pensões** (Pensions) menu.

What can I do on the School Proof page of the Social Security Online Service (SSD)?

You may:

- Consult the School Proof status
- Submit the School Proof
- Correct School Proof data stated by the citizen

Time limits for the School Proof submission

The School Proof must be submitted **during the month of July**.

If the School Proof is not submitted within the time limit established for that purpose, the benefit payment will be suspended right from the beginning of the school year (September).

If the School Proof is submitted until 31 December of the school year concerned, the benefit payment is resumed from the first day of the month following the School Proof submission, including the suspended amounts;

If the School Proof is submitted as of 1 January of the year following the one in which it should have been submitted, without a reasonable justification, the family benefit payment will be resumed only on the first day of the month following the date of school proof submission and the beneficiary will no longer be entitled to the suspended amounts.

How to submit the School Proof through the Social Security Online Service (SSD)

In order to submit the School Proof through the Social Security Online Service (**SSD**), the Family Benefit applicant/recipient must:

- Have a personal account on the Social Security Online Service (SSD);
- have the access password provided by the services;
- have the respective profile and household details up to date (address, contact and household details) before submitting the School Proof online.

Please note: For more detailed information on how to register in the Social Security Online Service (SSD) and update your personal data, please consult the Practical Guide **Segurança Social Direta** (Social Security Online Service).

To submit the School Proof online, you must click on the **Família** (Family) menu > **Abono de Família e pré-natal** (Family Benefit and Pre-natal family benefit) > **Prova Escolar** (School Proof), or on the **Pensões** (Pensions) menu > **Prova Escolar** (School Proof).

The 2 following tabs are displayed on the screen:

1 – Provas registadas (Registered School Proofs), whose information is organised in the following columns:

Ano Letivo (School Year) - the school year in which the student is enrolled;

NISS – The Social Security Identification Number of the child/young person;

Nome (Name) – Full name of the child/young person;

Data registo (Registration date) – The School Proof registration date;

Ações (Actions) - Column through which you can access the actions **Consultar detalhe prova escolar** (Consult School Proof details) and **Corrigir prova escolar** (Correct School Proof)

Prova Escolar

Consulte e registre Provas Escolares.
 A Prova Escolar deve ser feita a partir do momento em que o aluno está matriculado e destina-se a manter o direito a:

- Abono de Família
- Bolsa de Estudo
- Pensão de Sobrevivência

Apenas estão disponíveis para consulta as provas registadas a partir do ano letivo 2021/2022.
 Para mais informações consulte o [Guia Prático Prova Escolar](#).

NISS
 Ano letivo

Provas Escolares registadas

Ano letivo	NISS	Nome	Data registo	Ações
2024/2025	12-███-B	S.███-███-A	2024-07-16	i

2 – Provas por registar (School Proofs to be registered), whose information is organised in the following columns:

Ano Letivo (School Year) - the school year in which the student is enrolled;

NISS – The Social Security Identification Number of the child/young person;

Nome (Name) – Full name of the child/young person;

Ações (Actions) - Column through which you can access the action **Registar prova escolar** (Register School Proof).

NISS
 Ano letivo

Provas Escolares por registar

Ano letivo	NISS	Nome	Ações
2024/2025	1	S	Registar Prova Escolar
2023/2024	1	S	Registar Prova Escolar

In the **Ações** (Actions) column, click on **Registar prova escolar** (Register School Proof) and then fill in the required fields, as shown in the following image:

Informação escolar

Ano letivo
2024/2025

Tipo ensino ⓘ *

Normal

No ano letivo anterior o aluno frequentou o 12.º ano, candidatou-se ao ensino superior, mas não ficou colocado?*

Sim Não

Nível de ensino*

Selecione uma opção

O aluno teve aproveitamento escolar no último ano letivo em que esteve matriculado?*

Sim Não

Estabelecimento de ensino

Tipo de estabelecimento *

Nome do estabelecimento*

País*

PORTUGAL

Distrito*

Concelho*

Freguesia*

Cancelar

Registrar Prova Escolar

Please read the authorisation and certification details displayed on the screen and click on **Autorizo e certificado** (I authorise and certify).

1. The **Tipo de Ensino** (Type of education) field is prefilled with the designation **Normal**.

- a) If the student is attending vocational training courses with equivalence to the primary or secondary education level, the prefilled option with the designation **Normal** must be kept, as shown in the following image:

Informação escolar

Ano letivo
2024/2025

Tipo ensino ⓘ *

Normal

No ano letivo anterior o aluno frequentou o 12.º ano, candidatou-se ao ensino superior, mas não ficou colocado?*

Sim Não

Normal

Formação Profissional

Nível de ensino*

Selecione uma opção

O aluno teve aproveitamento escolar no último ano letivo em que esteve matriculado?*

Sim Não

- b) If the student is attending vocational training courses, you must select the **Formação Profissional** (Vocational Training) option, as shown in the image below:

Informação escolar

Ano letivo
2024/2025

Tipo ensino ⓘ*
Formação Profissional ▼
Normal
Formação Profissional

Data da formação*
[Calendar icon] a [Calendar icon]

No ano letivo anterior o aluno frequentou o 12.º ano, mas não ficou colocado?*

Sim Não

Nível de ensino*
Selecione uma opção ▼

Nome do curso
[Text input field]

O aluno teve aproveitamento escolar no último ano letivo em que esteve matriculado?*

Sim Não

Please note: If in the **Tipo de Ensino** (Type of education) field you selected the **Formação Profissional** (Vocational Training) option and in the **Nível de ensino** (Education Level) field you selected **Sem equivalência** (Without equivalence), you must fill in the start and end dates of the vocational training course, in the **Data da formação** (Vocational Training date) field.

- If the student has applied for higher education but has not been admitted, you must answer the following question: **No ano letivo anterior o aluno frequentou o 12.º ano, candidatou-se ao ensino superior, mas não ficou colocado?** (In the previous school year, did the student attend the 12th grade, apply for higher education, but has not been admitted?).

If you answer **Sim** (Yes), a message appears on the screen informing you that you must fill in the school proof data with the information concerning the previous school year.

2. Click on **Nível de ensino ou equivalente** (Education level or equivalent).

If you select the option **Superior ou equivalente** (Higher education level or equivalent), fill in the fields **Nível ensino superior** (Higher education level) and **Designação do curso** (Course name).

- a) If the young person is attending a **Higher Professional technical course** in a private or cooperative educational establishment with a legal operating authorisation, this may be equivalent to attending higher education. In this case, you must select the option **Licenciatura ou equivalente** (Bachelor's degree or equivalent).

- b) If the young person is attending vocational training actions provided by official entities or other entities accredited for this purpose by official bodies, namely the Employment and Vocational Training Institute (IEFP – *Instituto de Emprego e Formação Profissional*), when these actions do not require any degree of qualification for admission, you must select the option that corresponds to the subsequent academic level that the holder of the benefits has.
- c) In the case of a young person who has attended or completed the 12th grade and who, due to different reasons, could not enrol in Higher Education, he/she may deepen and consolidate his/her knowledge in the subject areas for access to the desired courses in order to obtain better results in the National Final Exams for access to Higher Education. In this situation, the entitlement to the benefit is maintained:
- i. In the school year following the 12th grade, for students who are already within the age limits established for attending higher education courses.
In this case, you must select - **Ensino Superior** (Higher Education Level)
 - ii. Until the age limit established for attending secondary education, for students who complete the 12th grade before that age limit.
 - iii. In this case, you must select – **Ensino Secundário** (Secondary Education Level).

Please note: Whenever, for curricular reasons, the young person **is prevented from enrolling in the following school year**, the right to the benefit remains up to the age limit established for the education level whose subjects the student needs to obtain approval.

3. Select the **School year** concerned.
4. Answer the question: **Titular teve aproveitamento escolar no ano letivo anterior?** (Did the holder successfully complete the previous school year?).
5. In the field **Estabelecimento de ensino** (Educational establishment) insert the name of the establishment where the child/young person is studying.
6. Select the **Tipo de estabelecimento de ensino** (Type of educational establishment) option – this option will not be available if, in Step 2, you selected the **Superior ou equivalente** (Higher education level or equivalent) option.
7. Select the **country where the educational establishment is located**.
This field is prefilled with the option **Portugal**.
If you indicate a foreign country, you just have to fill in the field **Localidade estab. ensino no estrangeiro** (Place where the educational establishment is located) and go directly to **step 11**.
8. Select the **district where the educational establishment is located**.
9. Select the **municipality where the educational establishment is located**.
10. Select the **parish where the educational establishment is located**.
If you click on **Cancelar** (Cancel), you go back to the home screen.
11. Click on **Registar prova escolar** (Register School Proof).

Note 1: If there is more than one young person, the aforementioned steps will have to be repeated for each one of them.

Note 2: For the survivor's pension granting, the school results are not taken into account.

D – What are my duties?

The person submitting the School Proof is required to:

- Keep in his/her possession the document proving the young person's educational status (photocopy of the student card or document issued by the educational establishment) for a period of 5 years;
- Submit this document to the Social Security services, whenever it is requested for the purpose of clarifying doubts or monitoring the situation.
- Communicate the following circumstances to the Social Security services:
 - Change of address; made through the submission of form [MG2 Requerimento de Alteração de Dados](#) (Application – Change of personal details);
 - Change in the bank account identification numbers (*NIB/IBAN*);
 - Change of marital status (marriage/*de facto* relationship);
 - Changes in enrolment (if possible, correcting the registered information).

Please note: The marital status does not apply to the survivor's pension.

E – Other information. E1 – Applicable legislation

Ministerial Order no. 191/2019 of 24 June

Regulates the terms and rules for the submission of the annual proof of school situation, foreseen in Article 43 of Decree-Law no. 176/2003 of 2 August, which defines the compensation for family expenses within the scope of the family protection subsystem.

It also regulates the terms and rules for the submission of the proof of school situation within the scope of the legal protection scheme in the event of death of beneficiaries from the Social Security general scheme, foreseen in Article 12 of Decree-Law no. 322/90 of 18 October, in its current wording.

Decree-Law no. 133/2012 of 27 June

Amends the legal schemes of social protection in the events of sickness, maternity, paternity, adoption and death, within the scope of the welfare system, the legal schemes of compensation of family expenses under the family protection subsystem and of the social integration income, the legal scheme regulating the recovery of unduly paid benefits and the means-testing law within the scope of the Social

Security system, the rules on survivors' pensions for public servants and the legal scheme of social protection in the event of maternity, paternity and adoption within the scope of the converging social protection scheme for public servants.

F – Frequently Asked Questions

- 1. I am 15 years old and I will turn 16 during this school year. Do I have to communicate my Social Security Identification Number to the School, at the time of enrolment?**

Answer: Yes, you must do this and also submit the School Proof through the Social Security Online Service (SSD) until the end of July, in order to maintain entitlement to the family benefits.

- 2. Which Social Security Identification Number (NISS) must be communicated to the School? The NISS of the person receiving the Family Benefit (parent or person responsible for the young student) or the student's NISS?**

Answer: The Social Security Identification Number (NISS) that must be communicated to the School is the student's.

- 3. Who has to be registered in the Social Security Online Service to submit the School Proof? Is it the father/mother or the son/daughter?**

Answer: It is the person who receives the Family Benefit. Normally, it is the father or mother who receives the Family benefit and is required to submit the School Proofs of their children.

If the child/young person is legally represented by a third person, before submitting the School Proof, the person concerned must make his/her registration as legal representative on the Social Security Online Service (SSD), taking the following steps: click on **Perfil** (Profile) > **Representações** (Representations) > **Registar Representação Legal** (Register Legal Representation).

- 4. I am 14 years old. I am enrolled in the secondary education level and I have a disability. Do I have to submit the school proof this year?**

Answer: No, if your Family Benefit amount corresponds to the 3rd income level or higher.

Answer: Yes, if your Family Benefit amount corresponds to the 1st or 2nd income levels and you are entitled to the **scholarship**.

- 5. I am 17 years old and I have a disability. I am enrolled in the 12th grade. Do I need to submit the School Proof to maintain the entitlement to the Family Benefit?**

Answer: No. You only need to submit the school proof after the age of 24 if you continue studying.

- 6. I did not succeed in school last year due to illness and this year I have already passed the age limit for the education level concerned. Will I lose entitlement to the family benefits?**

Answer: No, if you submit the documents attesting your incapacity during the school year concerned (statement issued by the educational establishment or medical certificate).

7. How can I access the Social Security Online Service (SSD) for the first time?

Answer: To log in the Social Security Online Service (SSD), you must:

- Have access to the internet;
- Have your Social Security Identification Number (NISS);
- Create a personal account on the Social Security Online Service (SSD)

You can log in the Social Security Online Service (SSD) using the following means:

- The **Citizen Card**, using a card reader;

Only after installing the Citizen Card software will you be able to log in the Social Security Online Service (SSD) using your Citizen Card. To do so, you must have a Citizen Card reader.

Please note: To install the Citizen Card software you must follow the instructions available at <https://www.autenticacao.gov.pt/o-cartao-de-cidadao>.

To log in the Social Security Online Service (SSD) using your Citizen Card, simply insert the Citizen Card into the card reader and then select the **Acesso** (Access) option. After a few seconds (if the reader configuration and the application of the citizen card have been correctly performed) the authentication PIN is requested. See what the authentication PIN means at <https://www.autenticacao.gov.com/o-cartao-de-cidadao>.

After logging in the Social Security Online Service (SSD) using the Citizen Card, your personal details registered in the Social Security database will be displayed on the screen. Then, you must read the **Privacy Policy and the terms of use** information and finally select the **Registar** (register) option.

The access to the Social Security Online Service (SSD) is immediate after logging in with the Citizen Card.

- The **Digital Mobile Key**, clicking on



To log in the Social Security Online Service (SSD) using the Digital Mobile Key

To activate the Digital Mobile Key (CMD - *Chave Móvel Digital*), please consult the information available at: <https://www.autenticacao.gov.pt/web/guest/a-chave-movel-digital>.

Only **after activating the Digital Mobile Key** will you be able to access the **Social Security Online Service (SSD) with the Digital Mobile Key PIN** you have chosen and a numeric and temporary security code that is sent to you via SMS or email, etc.

c. The **access password**

See the instructions in paragraph **C [How can I have access to the Social Security Online Service (SSD - *Segurança Social Direta*) - Password on time?]** of Practical Guide [SEGURANÇA SOCIAL DIRETA](#) (Social Security Online Service).

8. I am an emigrant and I do not have a personal account on the Social Security Online Service (SSD) yet. What should I do?

Answer: To access the Social Security Online Service (SSD), you must use the number that is registered in the Social Security Information System.

- a. If you submitted a residence permit when you made your registration at the Social Security services, you must insert this document number to access the Social Security Online Service (SSD). In the field where the ID number is requested, you must insert the alphanumeric characters in **capital letters**.

Example: P000344545 and not p000344545

- b. If you submitted a passport when you made your registration at the Social Security services, you must insert this document number to access the Social Security Online Service (SSD). In the field where the ID number is requested, you must insert the alphanumeric characters in **capital letters**.

Example: AH123456 and not ah123456

After you get your password, all you have to do is go to the Social Security website at www.seg-social.pt and click on the Social Security Online Service logo - *Segurança Social Direta* - on the right-hand side of the page.

9. What do I have to do if my address is not correct and I need to change this information?

Answer: The change of address can be made using the following means:

- a. In the case of **Citizen Card** holders, the change of address can be made via the Internet, by accessing the **ePortugal** Portal, clicking on **Change the address on the Citizen card - ePortugal.gov.pt**
- b. Using the Digital Mobile Key (CMD), clicking on **Activate the Digital Mobile Key - ePortugal.gov.pt**; however, to use this service, you need to be registered in advance. This service allows any adult to, simultaneously and online, communicate the change of address to all the relevant entities. It can also be made in person, at the relevant Customer Information Services (Citizen's Bureaus and other entities that issue the Citizen Card).

- c. In the case of **ID Card** holders, the change of address may be requested in person, at the Social Security customer information services, or by letter sent to the Social Security District Centre of the person's residence area, using Form [MG2 Requerimento de Alteração de Dados](#) (Application – Change of personal details);

Please note: You may now change your address on the Social Security Online Service (SSD) using your personal account.

10. I have submitted my school proof manually through the Social Security Online Service (SSD); however, there was an *ex officio* change in my school situation, carried out by the Ministry of Education. How can I correct this situation?

Whenever the proof of school situation is carried out automatically by the Ministry of Education, the family benefit holder will not be able to change this situation through the Social Security Online Service (SSD). If, when consulting the school proof in the Social Security Online Service, you find that the information is not correct, you must contact the Social Security customer information services and submit a statement issued by the educational establishment certifying your school situation, so that the services may correct the information and regularise the family benefit situation.

11. I need a statement of my family benefit status. How can I get it?

Answer: You can get a statement of your family benefit status through the Social Security Online Service (SSD). On the **Família** (Family) menu, click on **Abono de família e pré-natal** (Family and prenatal benefit) and choose the option **Declaração de Situação** (Situation statement).

12. If I do not submit the School Proof in July, will I lose entitlement to the family benefit?

Answer: If the school proof is not submitted in July, the benefit payment is suspended in September of the same year. However, if the School Proof is submitted until 31 December of the school year concerned, the benefit payment is resumed, including the suspended amounts.

If the School Proof is submitted as of 1 January of the year following the one in which it should have been submitted, without a reasonable justification, the family benefit payment will be resumed only in the first day of the month following the date of school proof submission.