

## PROCESS FOR SUBMITTING REQUIRED DOCUMENTS

The documents required when applying for a scholarship should be submitted to the ESCI-UPF building at the following times:

Monday to Thursday, 8 am to 6 pm

Friday, 8 am to 2.30 pm

## DOCUMENTS REQUIRED WHEN APPLYING FOR SCHOLARSHIPS

- a. **Final baccalaureate marks** giving the average final score (original or attested photocopy), only for the first call for scholarship applications for new students.
- b. **Photocopy of passport or ID card** of all the members of the family and economic unit.
- c. **Collective household certificate** stating the names of all the people who live/reside with the applicant, issued within the last three months.
- d. **Income Tax Return:** a full copy of the 2024 Income Tax Return for all the people who live with the applicant.

## GENERAL INFORMATION

The applicant's family unit is made up of the following members:

- Applicant's parents
- Applicant's tutor or legal guardian
- Applicant
- Applicant's single brothers and sisters under the age of 25
- Applicant's disabled brothers and sisters
- Any of the applicant's grandparents who live with the applicant and whose names appear on the municipal collective household certificate

If the applicant's parents are divorced or legally separated, the applicant's family unit is made up of the following members:

If custody of the applicant is shared:

- Applicant's parents
- Applicant's single brothers and sisters
- Any of the applicant's grandparents who live with the applicant and whose names appear on the municipal collective household certificate

If custody of the applicant is not shared:

- The parent who lives with the applicant
- Any new spouse or partner of either parent who lives with the applicant

- Any children of either parent (either from their previous spouse or partner or their new spouse or partner) living with the applicant under the age of 25, or over the age of 25 if they are disabled
- Any of the applicant's grandparents who have custody of the applicant, who live with the applicant and whose names appear on the municipal collective household certificate

*The income of the main breadwinners will be calculated at 100%; the income of other members will be calculated at 50%.*

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If no Income Tax Returns are provided, the following documents should be submitted:

- a. Income Tax Certificate issued by the Spanish Inland Revenue (Agencia Tributaria)
  - b. Employment History Certificate
  - c. Photocopy of the final two payslips from the previous year and/or accrediting documents from this period and the amount received in benefits.
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**Documents from business owners and the self-employed:** Business owners and the self-employed should also submit documents containing the results of their own business activity (company tax or income tax from the last year, the four quarterly VAT declarations, the annual VAT declaration, etc.) and the activity of the business in question. The relevant documents should be submitted if trading ceased at any point in 2024.

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**Benefits:** Certificate of income from benefits and pensions (unemployment benefit, disability benefit, widow's pension, orphan's pension, etc.) or proof that no such benefits or pensions were received, if necessary.

Students who cancel their enrolment will cease to be eligible for a scholarship.