

Guide to applying for ESCI-UPF scholarships

What should you consider before applying?

- Consult all the information about the call on the ESCI-UPF intranet.
- Gather all the supporting documentation necessary to make the application according to your particular case.
- Read this guide and, if you have any questions, contact gestioacademica@esci.upf.edu

The teva sol·licitude, step by step:

- 1. Access SIGMA.
- 2. Choose the "Beques Pròpies" module.

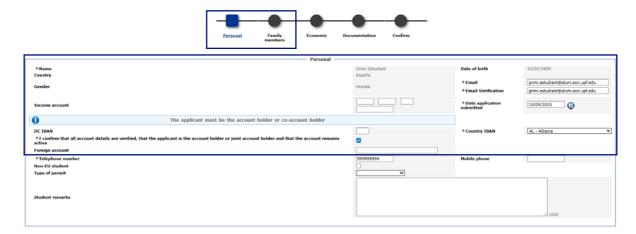


3. Select the scholarship that corresponds to the course in which you are enrolled.

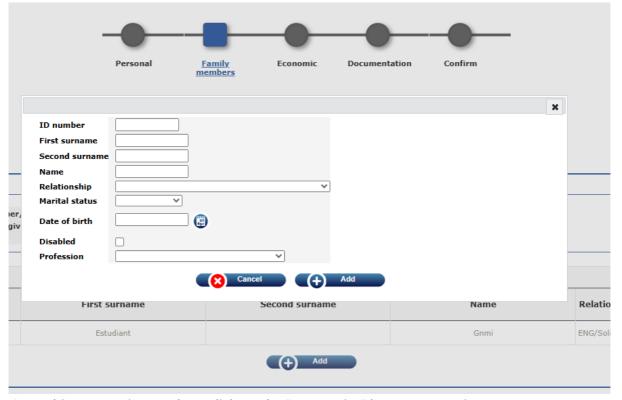




4. Review and update, if necessary, your data. Also include all the details relating to your bank account number. Once finished click into "Family Members" to advance.



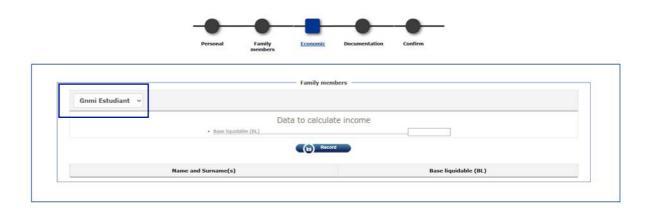
5. Here inform if any of the family situations described are adapted to your situation. In cases that do not, click directly to "add" and fill the information relating to each person who appears in your certification of cohabitation. When you fill in all the elements of the window click on "add" again. Repeat this process as many times as necessary.



Once this process is complete, click on the "economics" button to continue.

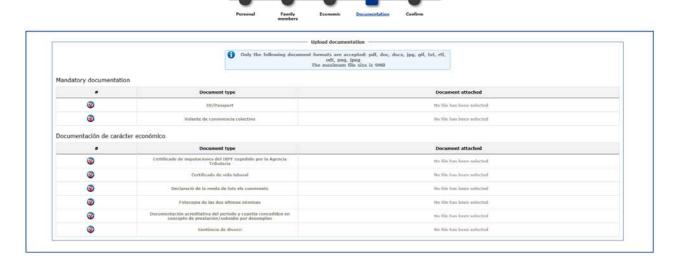


6. At this point, inform of the details of the personal income tax return of each resident, which you can select from the drop-down menu that appears at the left. Remember that the camp to be covered is the "Taxable Base (BL)" that you will find in the IRPF declaration document. In case some of you have existing income but you do not have the personal income tax return, left this box empty and attach all the supporting documentation to the following screen.



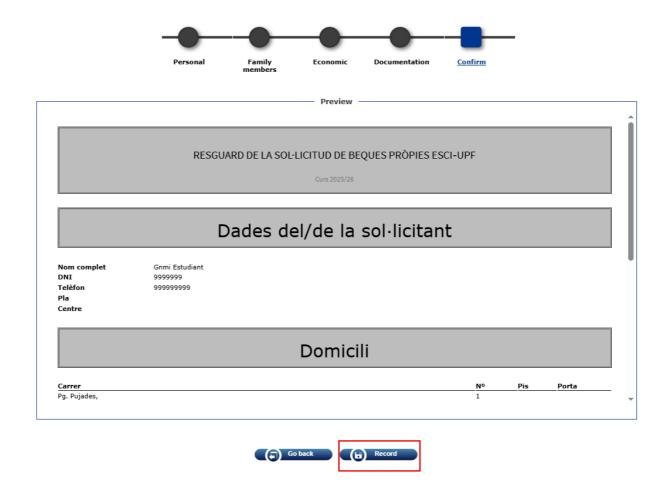
Once you have entered the amounts for all members of the family unit, please click on the button "documentation".

7. On this screen you can attach all the documentation related to the application for the scholarship. To do this, you will have to attach a document for each item so that, if you need to attach three photocopies of DNI or NIE, you should create a single document for the three photocopies and upload it in the corresponding place. You will have to repeat this for all documents. When everything is attached to, go to the last screen "**confirm**".





8. Check that all the information that appears on the receipt is correct. If this is the case, click on record.



A pop-up window will appear then, with information that you must read carefully and, in the event that you agree, click accept to save your request.

Remember that you must save the receipt of your application.