

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.


Scholarship type

☐ First Course - Scholarship ESCI-UPF (30%-50%)

☐ Third course - Beca ESCI-UPF (30%-50%)

☐ Fourth Course - Scholarship ESCI-UPF (30%-50%)

☐ Second course - Beca ESCI-UPF (30%-50%)

 **Accept**

- 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.

- 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**".

#	Document type	Document attached
1	ID/Passport	No file has been selected
2	Volante de convivencia colectivo	No file has been selected

#	Document type	Document attached
1	Certificado de imputaciones del IRPF expedido por la Agencia Tributaria	No file has been selected
2	Certificado de vida laboral	No file has been selected
3	Declaració de la renda de tots els convivents	No file has been selected
4	Fotocopia de las dos últimas nóminas	No file has been selected
5	Documentación acreditativa del periodo y cuantía concedidos en concepto de prestación/subsidio por desempleo	No file has been selected
6	Sentència de divorci	No file has been selected

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



Preview

RESGUARD DE LA SOL·LICITUD DE BEQUES PRÒPIES ESCI-UPF

Curs 2025/26

Dades del/de la sol·licitant

Nom complet	Gnmi Estudiant
DNI	99999999
Telèfon	9999999999
Pla	
Centre	

Domicili

Carrer	Nº	Pis	Porta
Pg. Pujades,	1		

[Go back](#)

[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.