

FAQs – 1st Call for ESCI-UPF Scholarships for New Students

Deadlines and calls

Q: Can I apply for the scholarship if I have not enrolled yet?

A: Yes. If you are a new student for the 2026–2027 academic year, you can apply in the 1st call (from 4 to 30 May 2026).

Q: What is the difference between the 1st and the 2nd call?

A: The 1st call is exclusively for new students and takes place in May. The 2nd call opens in September (from 14 September to 31 October 2026) and is open to both new students and current ESCI-UPF students.

Q: If I forgot a document, can I add it later?

A: Yes, you can make changes directly in the [application](#) while your request is in “Pending submission” status. However, once you confirm submission and the status changes to “Pending validation”, you will no longer be able to modify it unless the application is marked as “Pending documentation”. If you detect an important error at that stage, you must contact gestioacademica@esci.upf.edu.

Q: Why can't I access or modify my application?

A: There may be several reasons:

- **Out of deadline:** Check that you are within the official application period.
- **Duplicate application:** Only one application per call is allowed.
- **Application status:** You cannot modify your application if it is in one of the following states:
 - **Registered:** Already validated and formally included in the process.
 - **Rejected:** Requirements not met or missing documentation not submitted in time.
 - **Pending allocation:** Correctly completed and awaiting final decision.

Academic requirements

Q: Do I need to enter my average grade myself?

A: Yes. In the “Personal and Academic Data” section, you must enter your average grade (from secondary education or CFGS), between 7 and 10 (two decimal places). For recognised foreign qualifications, you must use the [UNEDasiss](#)-calculated average. This must match your official transcript.

Q: What if I receive my grades at the end of May?

A: You must submit your application within the deadline. During the review/amendment period (until 3 June), you may update your data or documents if your application is marked as “Pending documentation”.

In case you do not have all the required documentation for the first call, you may apply for the scholarship in the second call.

Q: What average grade is required?

A: The minimum grade depends on your access pathway:

- **Secondary school (Batxillerat) students:**
 - 80% and 50% scholarships → minimum 8.00
 - 30% scholarship → minimum 7.00
- **CFGS students:**
 - 80% and 50% scholarships → minimum 8.50
 - 30% scholarship → minimum 7.50

All applicants must also meet the economic requirement (maximum €24,000 per capita income).

Family unit

Q: Who is included in my family unit?

A: The student, parents or legal guardians, siblings (if under 25, single, or with disability), cohabiting grandparents, and other registered household members.

Q: What if my parents have joint custody?

A: In this case, your family unit includes you, the individuals listed on your household registration certificate, and both parents, regardless of who you are officially registered with. Therefore, you must submit the ID and income tax return (IRPF) of both your father and mother. Their income will be counted at 100% as primary earners.

If the parent who does not live with you has other dependants (such as grandparents or step-siblings) and this can be proven with official documentation, you may include them in the total number of family members for the calculation of per capita family income.

Q: Which income should I submit if I live with only one parent with sole custody?

A: Your family and economic unit consists exclusively of the people listed on your household registration certificate. However, if you receive child support (for you or your siblings), you must declare the total amount received over the 12 months of the year in the corresponding financial section for the student (you) or your siblings.

Q: Who is considered the "Primary Earner"?

A: The primary earners are usually the father, mother, or legal guardians. Their income is counted at 100%, as is your own (as the student), while the income of other family members is counted at 50%. If you live independently and are the sole main breadwinner, you will need to provide the relevant documentation to prove this and to verify your income tax return.

Economic thresholds

Q: What is the income limit to apply for a scholarship?

A: For most scholarships (Excellence, 50%, and ESCI-UPF Scholarship in the 1st call), the per capita taxable income of the family unit must not exceed €24,000. In the 2nd call for the ESCI-UPF Scholarship, this limit is increased to €40,000.

Q: How is the "per capita taxable income" calculated?

A: To calculate family income, the general and savings taxable bases (usually box 505 of the IRPF tax return) of all eligible family members are added together. The income of the primary earners is counted at 100%, while the income of other members (such as siblings or grandparents) is counted at 50%. Once the total is calculated, it is divided by the number of family members to obtain the per capita income.

Q: What documents must be submitted if I am not required to file an income tax return?

A: For individuals over 18 who have not filed a tax return, the following documents must be provided:

- Tax data certificate (IRPF imputations certificate) issued by the Tax Agency.
- Employment history certificate.
- A copy of the last two payslips from the previous year and/or documentation proving the period and amount received for unemployment benefits or allowances. In the case of benefits, you must provide a certificate of income from unemployment or pensions (disability, widowhood, orphanhood, etc.), or proof of not receiving such benefits, if applicable.

Documentation and format

Q: How should I upload my ID and my family members' IDs?

A: It is very important that you scan all ID documents (yours and those of all individuals listed on your household registration certificate) on both sides. All scans must be combined into **a single PDF file**. The application does not allow uploading individual images or multiple files in the same section.

Q: What if I have problems uploading my file?

A: We recommend using simple file names (e.g. *ID.pdf* or *INCOME.pdf*). Avoid accents, extra dots (other than the file extension), or special characters such as "ç" or "ñ", as these may cause upload/download errors and prevent your documents from being reviewed.

Q: Why do I see a "red cross" in some financial documentation fields?

A: Don't worry. The system displays a red cross by default in sections that have not yet been completed. If a financial condition does not apply to you (for example, if you are not self-employed), you can leave the field blank and still save your application.

Final process and confirmation

Q: How do I know my application was submitted correctly?

A: After clicking "Save" on the final screen, a PDF receipt is generated. This is your official proof and you must save it.

Q: How are scholarship recipients selected?

A: First, applications that meet the requirements are validated (minimum academic grade depending on the study pathway and a maximum per capita income of €24,000), and that include all required documentation correctly.

Then, the Scholarship Committee ranks the validated applications according **to a maximum score of 10 points**, obtained from the sum of two components (academic and economic).

Academic score (up to 5 points): This is calculated based on the average grade and the access route (Batxillerat o CFGS).

Nota mitjana Batxillerat		
	9,00 o més	5 punts
	8,50 a 8,99	4 punts
	8,00 a 8,49	3 punts
	7,00 a 7,99	2 punts
Nota mitjana CFGS		
	9,50 o més	5 punts
	9,00 o 9,49	4 punts
	8,50 a 8,99	3 punts
	8,00 a 8,49	2 punts
	7,50 a 7,99	1 punt

Economic score (up to 5 points): This is calculated based on the per capita income of the family unit (according to the brackets established up to €24,000).

Base liquidable per capita / Euros (€)	
6000 o menys	5 punts
6001 a 12000	4 punts
12001 a 18000	3 punts
18001 a 24000	2 punts

Finally, the Scholarship Committee awards the available grants of **80%, 50% and 30%**, strictly following the order of the scores obtained by students, until all scholarships in each category are allocated.

Q: What happens in case of a tie in scores?

A: If two or more students obtain the same final score, the scholarship will be awarded to the applicant with **the lowest per capita taxable income** (i.e., the most favourable financial situation).

Q: If I am awarded the scholarship this year, will I keep it throughout my degree?

A: Excellence scholarships (80% and 50%) are **renewable**. This means you may keep them in the following academic years provided that you continue to meet the economic requirements and, above all, you do not fail any subject (you must pass 100% of the credits enrolled) and you achieve the minimum average grade required in your academic record for each year

Special scholarships and ex officio awards - Resolutions

Q: Do I need to apply for the Nacho Dualde Talent Scholarship?

A: No application is required. This scholarship is awarded ex officio to the student with the highest admission grade (for new entrants) or the best academic record from the previous year for second-, third- and fourth-year students.

Q: Where can I check if I have been awarded a scholarship?

A: The results of the 1st call are published on the ESCI-UPF website during the first week of June. The results of the 2nd call are published directly on the ESCI-UPF intranet.