

Basic instructions on how to apply for a scholarship

Esade scholarships are for students with an outstanding academic record and a family financial situation that makes it impossible to pay the full tuition fee for university programmes.

Three important concepts:

1. An outstanding academic record means that the average grade for the two years of the Spanish Baccalaureate must be greater than or equal to 8 at the time of admission to the programme.
2. The financial situation of a family is assessed globally by means of: the income tax returns of all members of the family living at the same address as the candidate (if the parents are divorced then financial information for all the members of both families will be necessary); the value of any properties owned; and all the financial assets of the family (including bank accounts, shares, investment funds, and pension plans, etc).
3. No specific amount is requested when applying for a grant at Esade. If a grant is awarded, the amount or percentage will be decided by the Talent Attraction Committee.

How and when to start the process?

1. To apply for a scholarship at Esade, candidates must have been offered a place on a degree or double degree programme.
2. Once a candidate is offered a place, a duly completed application form, together with the supporting documents, must be sent to the address given in the grant applications page.

If the form is incorrectly completed or the supporting information is insufficient, the application will not be submitted to the Talent Attraction Committee. Applications may be submitted to the committee later when all the information is complete.

3. Applications will be evaluated once all the necessary documents have been received. If there are any doubts or queries, candidates will be contacted with the aim of resolving such queries.
4. If the candidate is called for an interview, the candidate must attend the interview unaccompanied.
5. When all the information is gathered, a dossier will be presented to the corresponding Talent Attraction Committee, which will then decide whether to award a scholarship and the amount.
6. The committee's decision will be communicated via email to the candidate. The decision will only be communicated to the candidate and never to another member of the family, even if they have been involved in the process.

We understand that, depending on the origin of each candidate, the documents will vary in accordance with the economic and tax situation of each country. However, we request the most similar documents possible while accepting that each country has a different system.

FAQs:

- 1. I live with one of my parents and have no contact with my other parent, so I cannot ask him or her for the relevant documents.**

In this case, it is necessary to have an official document stating that one of the parents is completely separated from the child in question. Or the official divorce document must recognise that the responsibility for the child's higher education is the sole responsibility of one of the parents (the parent whose documents are submitted).

- 2. How can I obtain an employment verification or proof of employment letter?**

All employees can request a copy from the human resources department of the company in which they work.

- 3. My parent/s are self-employed, what documents do I need to present?**

Their last quarterly VAT return, information relating to their self-employed status, and a document regarding submission of annual accounts.

- 4. One or both of my parents work with other owners in a partnership or limited company, what documents do I need to submit?**

A balance sheet, annual accounts, and tax documents relating to the partnership or company.

- 5. The most recent available income tax return is for the year 2020. What do I have to present?**

The latest available document must be submitted, with a commitment to send a more recent tax return as soon as it is available.

- 6. Why is such detailed documentation required to apply for a scholarship?**

Funds for the Esade Foundation Scholarship Programme come from the Foundation's own profits and donations from individuals, companies, and foundations. Therefore, our commitment to transparency and understanding a candidate's financial situation is crucial.

- 7. I have not yet been offered a place, but my final decision to become an Esade student depends on the scholarship.**

In accordance with points 1 and 2 of the previous section, you must have been offered a place on a programme to apply for a scholarship.

- 8. To save time, can I start the Esade admission and scholarship application processes at the same time?**

You can, but a scholarship will always be conditional on being offered a place on a programme, at which point your grant application will be processed.

- 9. What happens if I change to another programme after I am awarded a scholarship for one programme?**

In these cases, we try to speed the transfer of the scholarship to the new programme. The Talent Attraction Committee will re-validate its decision.

10. I have read the regulations and this document, but I still have some questions. Who can help me?

It depends on the programme for which you are applying:

- Degree in Business Administration-BBA (bilingual, or all in English)
- Bachelor in Transformational Leadership and Social Impact
- Double Degree in Business Administration & Artificial Intelligence for Business
 - Contact Núria Font: nuria.font2@esade.edu
- Law Degree
- Double Degree in Business Management and Law
- Degree in Law and Degree in Global Governance, Economics & Legal Order
- Degree in Global Governance, Economics & Legal Order
 - Contact Anna Lobo: anna.lobo@esade.edu