

INFORMATION FOR SUBMITTING SCHOOLS

DOLORES ZOHRAH LIEBMANN FUND – CONDITIONS FOR 2016-2017

CANDIDATE QUALIFICATIONS

1. Fellowships are available to students who are currently enrolled in and pursuing a **graduate degree** at a **designated** institution of higher learning located in the United States of America. **Undergraduate students are no longer qualified candidates.**
2. The program of study being pursued by the candidate may include any recognized field of study in the humanities, social sciences, or natural sciences (including law, medicine, engineering, architecture or other formal professional training). **The selection committee has a strong preference for supporting scholarly endeavors.**
3. The candidate must have **received a baccalaureate degree** at the time of application and have an outstanding undergraduate record.
4. The candidate must demonstrate a **need for financial assistance.**
5. The candidate must be a **citizen of the United States of America.**
6. The candidate may be of **any national descent** or background.

FELLOWSHIP DETAILS

1. The amount of each Fellowship will cover actual **tuition costs** plus an \$18,000 annual **stipend** to be allocated towards room, board and ordinary living expenses, as well as any income taxes thereon.
2. The recipient of a Fellowship shall be known as a Dolores Zohrab Liebmann Fellow.
3. Fellowships are awarded **annually**. Each Fellow **MUST APPLY FOR A RENEWAL** of his or her fellowship by **March 30** of the following year in accordance with the terms in effect at the time the fellowship is awarded. Fellowships will be limited to a **maximum of three years**.
4. Awarded fellowships may not be deferred.
5. A Fellowship **may be canceled at any time** if a Fellow engages in misconduct affecting the Fund, breaches any of these rules or provides false information to the Fund either directly or indirectly.

APPLICATION PROCESS

1. **Designated Institutions facilitate the application process** for its students. Students must submit Applications and supporting documents **through** the School. Decision notifications will be sent to the school and we ask that you forward the information to your candidates.
2. **Students** should not contact JPMorgan or members of the selection committee.
3. Each designated Institution may submit **up to three** candidates for consideration. Applications must be postmarked by January 25, 2016, so please set your internal deadline date accordingly if you have a review committee in place to make determinations as to your final applicants.
4. Designated Institutions should send materials for its candidates to:

<u>Mailing Address:</u> Tina Gonzalez J.P.Morgan Chase Bank, N.A. (TX1-2963) Attn: The Dolores Zohrab Liebmann Fund P. O. Box 227237 Dallas, TX 75222-7237	<u>Overnight Address:</u> Tina Gonzalez J.P.Morgan Chase Bank, N.A. (TX1-2963) Attn: The Dolores Zohrab Liebmann Fund 2200 Ross Avenue, 5 th Floor Dallas, TX 75201
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5. Each candidate's materials should be **single-sided** and secured with a binder clip.
6. Please do not send materials in notebooks, report covers or folders. **Please use no staples.**
7. Since you may have an internal committee reviewing the applicants, letters of recommendation, transcripts, etc. may be removed from envelopes but we would appreciate if you would keep the application and supplemental documents in the order listed on the application.
8. Incomplete applications will not be considered.

The qualifications and selection of candidates to receive the benefits of the Fellowship, the selection or approval of the programs of study to be pursued and the places or the institutions where such studies are pursued, and the meaning, interpretation and application of the provisions of the Will of Dolores Zohrab Liebmann establishing the Fellowship, shall be determined in the sole judgment and discretion of the Trustee, based upon the advice and counsel of a Selection Committee.

2016-2017**DOLORES ZOHRAB LIEBMANN FUND APPLICATION**

The Dolores Zohrab Liebmann Fund was established by the Will of Dolores Zohrab Liebmann and is administered by JPMorgan, Trustee. Mrs. Liebmann was the daughter of a prominent Armenian intellectual, writer and statesman and was married to one of the owners of a successful American business. She supported students and educational and charitable organizations during her lifetime. Mrs. Liebmann's primary concern, as expressed in her Will, was to attract and support students with outstanding character and ability who hold promise for achievement and distinction in their chosen fields of study. The trustees welcome applications from students of all national origins who are United States citizens.

Personal & Graduate School InformationName of Applicant: _____ US Citizen: ☐ Yes ☐ No

SSN: _____

Date of Birth: _____ Location of Birth: _____

Marital Status: ☐ Single ☐ Married Name of Spouse: _____

Mailing Address: _____

Mobile/Daytime Phone: _____

E-mail Address: _____

Name of Graduate School Attending: _____

Graduate Degree being sought: _____ Major Field of Study: _____

Month/Year Expected to Complete Graduate Studies: _____

Have you applied for the Liebmann Fellowship in the past? ☐ Yes ☐ No If yes, in what year: _____Educational History

1. Name of Institution: _____

Degree: _____ Major Field of Study: _____

Completion Date: _____

2. Name of Institution: _____

Degree: _____ Major Field of Study: _____

Completion Date: _____

3. Name of Institution: _____

Degree: _____ Major Field of Study: _____

Completion Date: _____

Graduate Exam Test Scores

<input type="checkbox"/> GRE	Month/Year of Exam: _____	Score: _____
<input type="checkbox"/> GMAT	Month/Year of Exam: _____	Score: _____
<input type="checkbox"/> LSAT	Month/Year of Exam: _____	Score: _____
<input type="checkbox"/>	Month/Year of Exam: _____	Score: _____

Financial Information

Tuition Amount you expect to pay next year: _____

Will this tuition amount vary significantly in future years? ☐ Yes ☐ No

If yes, please explain: _____

Room and Board you expect to pay next year: _____

Estimated Annual Budget for next year

Books/Equipment/Supplies/Mandatory Fees: _____ Health/Medical: _____

Utilities/Phone: _____ Clothing: _____

Household/Laundry: _____ Commute/Transportation: _____

Current Liabilities

1. Name of Lender: _____ Type of Loan: _____
 Date Incurred: _____ Balance Due: _____
 Due date for full payment: _____ Monthly Payment Amount: _____
 Currently in Deferred status: ☐ Yes ☐ No
2. Name of Lender: _____ Type of Loan: _____
 Date Incurred: _____ Balance Due: _____
 Due date for full payment: _____ Monthly Payment Amount: _____
 Currently in Deferred status: ☐ Yes ☐ No
3. Name of Lender: _____ Type of Loan: _____
 Date Incurred: _____ Balance Due: _____
 Due date for full payment: _____ Monthly Payment Amount: _____
 Currently in Deferred status: ☐ Yes ☐ No
4. Name of Lender: _____ Type of Loan: _____
 Date Incurred: _____ Balance Due: _____
 Due date for full payment: _____ Monthly Payment Amount: _____
 Currently in Deferred status: ☐ Yes ☐ No

5. Name of Lender: _____ Type of Loan: _____
 Date Incurred: _____ Balance Due: _____
 Due date for full payment: _____ Monthly Payment Amount: _____
 Currently in Deferred status: ☐ Yes ☐ No
6. Name of Lender: _____ Type of Loan: _____
 Date Incurred: _____ Balance Due: _____
 Due date for full payment: _____ Monthly Payment Amount: _____
 Currently in Deferred status: ☐ Yes ☐ No

Scholarships and Fellowships expected for next year

1. Award Year: _____ Amount: _____
 Eligibility Requirements: _____

2. Award Year: _____ Amount: _____
 Eligibility Requirements: _____

3. Award Year: _____ Amount: _____
 Eligibility Requirements: _____

4. Award Year: _____ Amount: _____
 Eligibility Requirements: _____

Required Supplemental Documentation

All documents should be single-sided and attached to the completed Application in the order listed below using one binder clip. No staples please.

1. One copy of your personal vitae or résumé.
2. One certified copy of each undergraduate and graduate transcript to date.
3. One copy of your graduate exam test scores.
4. A Statement of Purpose up to three pages long (double spaced) which considers the relationship between your graduate level study and your intended personal and/or professional goals. Your Statement of Purpose must include a 10-15 line abstract at the top (included in the three pages) that explains (in layman's terms) your degree program, giving emphasis to its eventual intellectual impact on your field of study.

5. Letters of Recommendation from at least two professors who have taught or worked closely with you.
6. One copy of your Free Application for Federal Student Aid (FAFSA).
7. One copy of your Financial Aid Summary from your school.
8. One copy of your Federal Income Tax Return for the prior two years (including spouse's returns, if applicable).

Application Process

The application process is handled entirely by your graduate school. For more information on applying, please contact the office at your graduate school where you obtained this application.

Fellowship Conditions

1. Fellowships are available to students who are enrolled in a graduate program and pursuing a graduate degree at a designated institution of higher learning at the time of application. Individuals applying to graduate programs are no longer qualified candidates. The list of designated institutions can be reviewed on-line at <http://foundationcenter.org/grantmaker/liebmann/>.
2. An applicant may be pursuing a program of study that includes any recognized field of study in the humanities, social sciences, or natural sciences (including law, medicine, engineering, architecture or other formal professional training). The selection committee has a strong preference for supporting scholarly endeavors.
3. An applicant must have an outstanding undergraduate record.
4. An applicant must demonstrate financial need.
5. An applicant must be a citizen of the United States of America.
6. The amount of each Fellowship will cover actual tuition costs plus an \$18,000 annual stipend to be allocated towards room, board and ordinary living expenses, as well as any income taxes thereon.
7. The recipient of a Fellowship shall be known as a Dolores Zohrab Liebmann Fellow.
8. A Fellowship is awarded on an annual basis. Each Fellow must apply for renewal of his or her Fellowship by March 30 of the following year in accordance with the terms in effect at the time the fellowship is awarded. Fellowships are limited to a maximum of three years.
9. An awarded Fellowship may not be deferred.
10. A Fellow must remain enrolled in a graduate program and pursuing a graduate degree at a designated institution.
11. A Fellow must conduct studies in the United States of America.
12. A Fellowship may be canceled at any time if a Fellow engages in misconduct affecting the Fund, breaches any of these rules or provides false information to the Fund either directly or indirectly.
13. A Fellow agrees to have his or her name published and identified as a Dolores Zohrab Liebmann Fellow.

The qualifications and selection of candidates to receive the benefits of the Fellowship, the selection or approval of the programs of study to be pursued and the places or the institutions where such studies are pursued, and the meaning, interpretation and application of the provisions of the Will of Dolores Zohrab Liebmann establishing the Fellowship, shall be determined in the sole judgment and discretion of the Trustee, based upon the advice and counsel of a Selection Committee.

Certification

I have read the conditions of the Dolores Zohrab Liebmann Fellowship Program contained herein and agree to abide by them. I further certify to the best of my knowledge that the information contained in this application and accompanying documents is complete and correct. I understand that any false or incorrect information may disqualify me for this Fellowship.

I certify that I am not a JPMorgan Chase Bank, N.A. or affiliates employee or employee's immediate family member. Immediate family member is defined as spouse, domestic partner, child (natural, adopted or step), parent or step-parent, sibling (natural, half, adopted or step) father- or mother-in-law, grandparent, niece, nephew, or spouse / domestic partner of a child, parent, sibling, grandparent, niece or nephew.

Signature of Applicant

Date

For Use by the Submitting School Fellowship Coordinator Only

The application and supplemental documents attached hereto represents an official candidate from the graduate school I represent to the Dolores Zohrab Liebmann Fund for consideration of the candidate as a Dolores Zohrab Liebmann Fellow. The candidate meets the Fellowship Conditions set forth above.

Student Name		Student ID	
College/Program		Degree Sought	

Is Applicant a US Citizen: _____

	Required Documents – SINGLE SIDED	Included
1	Application form – fully completed	
2	Personal vitae or resume	
3	Certified copy of each UG transcript	
	Certified copy of each GRAD transcript – to date	
4	Copy of Graduate Exam Test Scores	
5	Statement of Purpose (up to 3 pages, double spaced) <ul style="list-style-type: none"> • Must include a 10-15 line abstract at the top as part of the 3 pages. • Abstract must explain your degree program, giving emphasis to its eventual intellectual impact on your field of study. • Statement must consider the relationship between graduate level study and intended personal and /or professional goals. 	
6	Letter of recommendation #1 – (at least TWO required)	
	Letter of recommendation #2 (at least TWO required)	
	Letter of recommendation #3 (not required)	
7	Copy of your Free Application for Federal Student Aid (FAFSA)	
8	Copy of your Financial Aid Summary from your school	
9	Copy of your Federal Income Tax Return for the prior two years (including spouse if applicable)	

The application and supporting documentation are complete and organized in the order listed above.

Submitted to JPMorgan by:

Signature of the Submitting School Official

Name of the Submitting School Official

Office Telephone Number

Title of the Submitting School Official

E-mail Address