

INFORMATION FOR SUBMITTING SCHOOLS

DOLORES ZOHRAB LIEBMANN FUND – CONDITIONS FOR 2015-2016

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, 2013, 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:

Mailing Address:

Ms. Alicia Manning
J.P.Morgan Chase Bank, N.A. (TX1-2963)
Attn: The Dolores Zohrab Liebmann Fund
P. O. Box 227237
Dallas, TX 75222-7237

Overnight Address:

Ms. Alicia Manning
J.P.Morgan Chase Bank, N.A. (TX1-2963)
Attn: The Dolores Zohrab Liebmann Fund
2200 Ross Avenue, 5th Floor
Dallas, TX 75201

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.