

## INFORMATION FOR SUBMITTING SCHOOLS

### DOLORES ZOHRAB LIEBMANN FUND – CONDITIONS FOR 2023-2024

#### 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 cost only (no fees)** 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 31st** of the following year in accordance with the terms in effect at the time the fellowship is awarded. **(No reminder will be sent.)** Fellowships will be limited to a **maximum of three years.**
4. If a student needs to defer to study abroad an email must be sent to Cory Whitlock notifying as such and can only be deferred once up to one academic year.
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. Notifications will be sent to both the school and the student in June.
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 emailed or postmarked by January 20, 2023,** 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 as a single PDF attachment (in correct order) for each student via email to [cory.whitlock@jpmorgan.com](mailto:cory.whitlock@jpmorgan.com). If you prefer to send by mail below is our mailing address and physical address. Please make sure copies are single-sided and not stapled together. Do not send in notebooks, report cover or folders.

##### **Mailing Address:**

Cory Whitlock  
J.P.Morgan Chase Bank, N.A.  
Attn: The Dolores Zohrab Liebmann Fund  
P. O. Box 227237  
Dallas, TX 75222-7237

##### **Overnight Address:**

Cory Whitlock  
J.P.Morgan Chase Bank, N.A.  
Attn: The Dolores Zohrab Liebmann Fund  
1900 N. Akard St., 4<sup>th</sup> Floor  
Dallas, TX 75201

5. **Transcripts and recommendation letters should be sent to you to incorporate into packet.**
6. Incomplete applications will not be considered.