

DOLORES ZOHRAH LIEBMANN FUND – CHECKLIST FOR 2019–2020

The following documentation is required **in the order listed** for your application to be considered. All documents should be **single-sided and submitted in hard copy (one set) as well as a single PDF file (except the official transcripts and letters of recommendation)**. The application packet must be received **on or prior to DECEMBER 12, 2018, at the address below**. Email to uclafellowship@grad.ucla.edu.

A completed and signed Application. Be sure to use current year's tuition/fees; include professional degree supplemental tuition if applicable.	
Personal vitae or résumé. Include your name and page number on each page.	
Official copy of all undergraduate and graduate transcripts to date (UCLA's graduate transcript must include Fall 2018 grades; this may be submitted later in January if you are one of the three selected finalists; NOTE: grades are posted at the end of December). For now, include an official undergraduate/master's and an unofficial UCLA graduate transcript (not a Degree Progress Report.; My.UCLA transcript is okay for initial submission). We'll make copies of official transcripts.	
Photocopy of graduate exam test scores (if applicable*).	
A Statement of Purpose up to three pages long (double spaced with one-inch margins all around and in 12-pt type) <i>which considers the relationship between your graduate-level study and your intended personal and/or professional goals</i> . Your Statement of Purpose must include a 10–15 line abstract at the top (double spaced & included in the three pages) that explains (in layman's terms) <i>the essence of your proposed topic of study, the methodology of its treatment, and its anticipated impact on your field of study</i> . Include your name and page number on each page.	
Letter of Recommendation from Department Chair (signed and on department letterhead). Submit in a sealed envelope.	
Letters of Recommendation on department letterhead and signed from at least two professors who have taught or worked closely with you. Submit in a sealed envelope.	
Copy of your Free Application for Federal Student Aid (FAFSA). This could be the one you filed for 2018–19 or 2019–20 (the latter is now available on studentaid.ed.gov/sa/fafsa).	
Copy of your UCLA Financial Aid Summary and/or Awards and Disbursement Summary (from MyUCLA or Financial Aid & Scholarships Office).	
Copies of Federal Income Tax Return for the prior two years (including spouse's returns, if applicable)*. Your state income tax return is not needed.	

****If any of the documents above is not applicable, please include a statement in its place in the application packet that explains why the item is not applicable.***

- Organize your application packet in the order shown above.
- Your application packet **must be complete upon submission**. Subsequent additions to your application packet will not be accepted except for the *official* UCLA transcript if you are one of the three finalists. Be sure to include an *unofficial* UCLA graduate transcript with your application.

Via campus or regular mail	Via express/overnight mail
UCLA Fellowships & Financial Services	UCLA Fellowships & Financial Services
ATTN: Liebmann Fellowship	ATTN: Liebmann Fellowship
1228 Murphy Hall / Campus Mailcode 144401	1228 Murphy Hall / 410 Charles E. Young Drive East
Los Angeles, CA 90095-1444	Los Angeles, CA 90095-1444