

Belle Zeller Scholarship Trust Fund

c/o NYCCT Foundation • 16 Court Street, Suite 600 • Brooklyn, NY 11241
Tel: 718.260.5651 • Fax: 1.718.254.8524 • email: bzscholarship@citytech.cuny.edu

GENERAL INFORMATION 2020-2021 CUNY LAW SCHOOL APPLICATION

The Belle Zeller Scholarship Trust Fund was established in 1979 by the Professional Staff Congress/CUNY, the instructional staff union of the City University of New York. The scholarship honors the founding president of the PSC, Belle Zeller, Professor Emeritus of Political Science at Brooklyn College, where she taught for over 40 years. Many of our legislators today were her students during her long tenure at Brooklyn College. The scholarship is intended to honor the qualities of Belle Zeller: the combination of social commitment and achievement. The Belle Zeller Scholarship Trust Fund is now an independent, non-profit organization.

1. The office of the Associate Dean for Academic Affairs of the Law School will review all nominations prior to submission to the Trustees of the Belle Zeller Scholarship Trust Fund. The Belle Zeller Trustees will then review and evaluate all applications and select those candidates to be interviewed. Finalists will be interviewed by the Trustees of the Fund.
2. The number of scholarships will be determined solely by the Trustees in accordance with their absolute discretion.
3. This non-renewable scholarship will be paid in two installments of \$2,500 provided all the conditions continue to be met by the recipients.
4. All applicants are entitled to equal consideration in terms of equal opportunity/affirmative action provisions in accordance with Internal Revenue Service stipulations.
5. Note that this is a merit scholarship and is not based on financial need.

Belle Zeller Scholars who do not abide by the terms of the stated conditions will forfeit their remaining benefits.

ELIGIBILITY

I. Applicants shall have registered for the current semester and be in active full-time attendance at the CUNY Law School.

II. Applicants shall have completed at least one year of law school study to be eligible for this award.

III. The criteria for selecting applicants shall include:

a) A 3.75 Grade Point Average (GPA).

b) Written recommendations by the Associate Dean for Academic Affairs and at least two other faculty members of the CUNY Law School who can comment on academic achievement.

c) Two additional letters of evaluation, which offer evidence of leadership and social commitment.

d) Other evidence of academic achievement and merit such as:

1. Honors and awards.

2. Publications and papers delivered at scholarly meetings.

IV. The award is based on outstanding academic achievement, noteworthy social commitment as measured by service to the university and other communities, and character. The applicant should keep these criteria in mind when preparing the application, and in the selection of evaluators.

INSTRUCTIONS

Mail your completed application to:

Associate Dean for Academic Affairs
CUNY Law School at Queens College
65-21 Main Street
Flushing, New York 11367

The Associate Dean will submit your application to the Belle Zeller Scholarship Trust Fund by **March 6, 2020**, therefore your applications must be postmarked and submitted to the Associate Dean no later than **February 18, 2020**.

NO phone inquiries will be accepted. If you have any questions, please write to the Belle Zeller Scholarship Trust Fund, c/o NYCCT Foundation, 16 Court Street, Suite 600; Brooklyn, NY 11241 or email bzscholarship@citytech.cuny.edu.

Only typed applications will be considered. All others will not be evaluated. It is your responsibility to see that your application, including a transcript of your law school work, is sent to the Associate Dean by **February 18, 2020**. If you have transferred from another institution, you must provide a transcript from the school where your credits were originally earned.

Your Fall 2019 Bursar's receipts must accompany your completed application. Five letters of evaluation must be submitted by responsible persons in leadership/supervisory positions who can attest to your scholarship and social commitment. It is advisable to select writers who are familiar with your qualities and who can comment in detail regarding these attributes. One of these letters must be from the Associate Dean; two must be from other faculty members of the CUNY Law School and must address your academic performance and contributions; and two letters must be from people who can evaluate your leadership and social commitment. Applicants who are called for an interview must bring with them a **Spring 2020** Bursar's receipt and official transcript showing proof of full-time enrollment. All selected candidates must be available for an interview by the Board of Trustees.

It is your responsibility to distribute the evaluation forms to your evaluators. These completed forms must be submitted with your application no later than **February 18, 2020**.

Applicants selected for an interview will be notified of the Trustees' decision by mail by **June 30, 2020**. The decision of the Trustees will be final. All materials submitted remain the property of the Belle Zeller Scholarship Trust Fund, and will not be returned.

CHECKLIST

The following documents are required as part of your application. If we do not receive them, your application will not be considered:

1. **Application** (pages 2-3)
2. **Statement** (page 4)
3. **Cover Sheet** (page 1)
4. **Fall 2019 Bursar's Receipts**
5. **Official Transcript**
6. **Five Letters of Reference**

NOTE: All documents must be submitted in a single packet. Incomplete applications will not be considered!

Please note that this is an interactive application that can be filled out online. When you have completed the application, you can print it using the "Print Form" button. Be aware, however, that you cannot save changes on an interactive form and must complete it in one sitting. If you quit without finishing the application, you will lose your work and will have to repeat your effort. You are best advised to review the application carefully and be certain that you have at hand all of the information you will need to complete it.

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CUNY LAW SCHOOL APPLICATION FORM – AY 2020-2021

Please type only

DIRECTIONS: **COMPLETE ALL ITEMS.** OMISSIONS OR INCOMPLETE RESPONSES WILL DETRACT FROM YOUR APPLICATION. IN SECTIONS II AND III, THE SPACE PROVIDED MAY NOT BE SUFFICIENT. IN THAT CASE, USE THE BACK OF THE FORM OR AN ADDITIONAL SHEET AND **INDICATE THE NUMBER OF THE ITEM** TO WHICH THE ADDED INFORMATION APPLIES. DO NOT SUBMIT MATERIAL UNRELATED TO THIS FORM.

I. PERSONAL DATA:

Last Name _____ First _____ Middle _____

Address _____ Zip Code _____

(Area) Telephone Number _____ E-mail Address _____ CUNYFirst ID# _____

ACADEMIC INFORMATION

High School _____ Address _____ Attendance Dates _____

College _____ Highest Degree _____ Graduation Date _____

Have you received a 3.75 GPA or above in all of your Law School course work? _____

II. EXTRA-CURRICULAR ACTIVITIES:

In this section, list only unpaid activities. Indicate if academic credit was granted for these activities.

University activities (if any): _____

Name of Activity: _____

Your Specific Role (Including Leadership Positions and Dates for Leadership Posts):

2020-2021 Application Year

Name of Applicant: _____ CUNYFirst ID # _____

Other Activities (Community, Religious, etc.). **List only unpaid activities.** Name of Activity and Dates, including Leadership Posts:

III. **AWARDS:** _____

Publications and Papers Delivered at Scholarly Meetings.

IV. **EMPLOYMENT RECORD:** Include any paid activity in college as well as all outside employment.

List the jobs you have held, starting with the most recent:

V. **REFERENCES:** It is your responsibility to obtain the letters of evaluation from five individuals who can attest to your scholarship, leadership and social commitment as demonstrated by your contributions to the college, university, and/or community. One of the letters must be from the Associate Dean for Academic Affairs, and at least two from faculty members of the CUNY Law School attesting to your scholarship. The others must be from individuals in leadership or supervisory positions who through personal, firsthand knowledge, can evaluate your leadership, service or social commitment.

List reference writers:

	<u>NAME</u>	<u>TITLE</u>	<u>INSTITUTION</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____

PERSONAL STATEMENT

Name of Applicant _____ CUNY First ID # _____

V. APPLICANT'S STATEMENT: In a **MAXIMUM OF 600** words, write a personal statement discussing your interests, life experiences, goals and social commitment. Use the back of this sheet if more space is needed. If you prefer, you may staple your statement to this page rather than use this form. If you use a separate page, do not forget to sign and date the Affirmation on the bottom of page 4. Your application cannot be considered if the Affirmation is not completed. Do not exceed the maximum length. **LONGER ESSAYS WILL NOT BE READ.**

Make sure that any evidence of social commitment discussed in your personal statement is also listed in Section II of this application and is validated by your choice of reference writers.

(TYPE BELOW)

VII. AFFIRMATION: I affirm that, to the best of my knowledge, all information and statements provided in this application form are complete and accurate. I also agree to supply all academic records and other supporting materials requested by the Trustees of the fund, and I understand that failure to do so will disqualify me from further consideration for a scholarship. I understand that failure to register for and complete a full-time course of study at the CUNY Law School will forfeit my scholarship. I further understand that any false or misleading information or statements will disqualify me from further consideration for a scholarship. Note: **The Affirmation must have an original or electronic signature.**

Signed: _____ Date: _____

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LETTER OF EVALUATION - ASSOCIATE DEAN OF ACADEMIC AFFAIRS Please Type Only

TO THE APPLICANT:

I, _____ hereby request
(Name of Applicant) (CUNYFirst ID #)

_____ to complete a letter of evaluation for me on this form.
(Name of Evaluator)

NOTE: I am aware of the rights afforded me by the Federal Educational Rights and Privacy Act of 1974, as amended, and hereby waive my rights to examine the contents of this letter, provided that it is used solely for the purposes for which it was requested. IF YOU DO NOT CHOOSE TO WAIVE YOUR RIGHTS, DO NOT SIGN THIS WAIVER.

(Applicant's Signature)

(Date)

To the Evaluator: **Your letter must be enclosed in a sealed envelope with your signature on the flap and returned to the applicant in time to be submitted before the February 18, 2020 deadline.** Failure to meet this deadline may make this student ineligible for a scholarship. If the student does not sign the waiver statement, this letter may not be confidential.

Please type your evaluation of the above named student identifying his/her contributions to the college, university, and/or community, referring to one (or more) of the following categories: academic achievement, leadership, character, service, social commitment. If you use your own letterhead, please staple it to this form. Please enclose your letter in a sealed envelope and sign across the flap.

(Signature and Title of Evaluator)

(Area) Telephone Number

(College or Institution)

Name of Evaluator (please print)

2020-2021 Application Year

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Cover Sheet CUNY Law School

Please type only

Name of candidate _____	Cumulative GPA _____
CUNYFirst ID # _____	Credits _____
Home address _____ _____	Major _____
Telephone: (Home) _____	Expected date of Law degree _____
(Work) _____	Date of birth _____
(Cell) _____	E-mail address _____

FOR INTER-OFFICE USE ONLY: CREDENTIALS CHECKLIST

Application: _____	Statement: _____
Transcript: _____	Letters of Reference: (1) _____ (2) _____
Bursar's Receipt: _____	(3) _____ (4) _____
	(5) _____