

Belle Zeller Scholarship Trust Fund

c/o NYCCT Foundation • 300 Jay Street, Namm 323 • Brooklyn NY 11201
tel: 1.718.260.5031 • fax: 1.718.254.8524 • email: bzscholarship@citytech.cuny.edu

GENERAL INFORMATION 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 scholarship. 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. The award will consist of the yearly undergraduate tuition for in-state students as set by the University. This non-renewable scholarship will be paid in two equal installments if all 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 stipulations.

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

Please note that this is an interactive application. You can fill it out on-line to avoid having to use a typewriter. 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, but must complete it in one sitting. If you quit without finishing the application, you will have to repeat your effort. You are best advised to look at the application and be certain that you have at hand all of the information you will need to complete it.

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.
 - 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 scholarship.
 - c) Two additional letters of evaluation which offer evidence of leadership and social commitment.
 - d) Other evidence of scholarship 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 in 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. Applications must be postmarked no later than **March 19, 2010**.

NO phone inquiries will be accepted. If you have any questions, please write to the Belle Zeller Scholarship Trust Fund, c/o NYCCT Foundation, 300 Jay Street, Namm 323; Brooklyn NY 11201 or email to 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 before **March 19, 2010**. If you have transferred from another institution, you must provide a transcript from the school where your credits were originally earned.

Your spring and fall 2009 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 depth on some of 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 2010** bursar's receipt showing proof of full-time attendance.

It is your responsibility to distribute the evaluation forms to your evaluators. These completed forms must be submitted no later than **March 19, 2010**.

All applicants for a Belle Zeller Scholarship Trust Fund Award will be notified of the trustees' decision by mail by **June 30, 2010**. 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. **Identification Slip** (page 1)
4. **Spring and Fall 2009 Bursar's Receipts**
5. **Transcript**
6. **Letters of Reference**

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

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CUNY LAW SCHOOL APPLICATION FORM – AY 2010-11

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	email address	Social Security Number

ACADEMIC INFORMATION

High School	Address	Attendance Dates
College	Highest Degree	Graduation Date

Have you received a 3.75 GPA in all 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.

A. University activities (if any):
Name of Activity:

--

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

--

Name of Applicant:

S.S.#

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

--

III. **AWARDS:**

--

A. Publications and Papers Delivered at Scholarly Meetings.

--

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

A. 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 contributions 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, first hand 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

S.S.#

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, be sure to sign and date the Affirmation on the bottom of page 3. 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 also is listed in Section II of this application, and that your most significant evidence of social commitment, as listed in Section II and described in this personal statement, 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.

Signed: _____ Date: _____

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LETTER OF EVALUATION Please Type Only

TO THE APPLICANT:

I, hereby request
(Name of Applicant) (S.S. #)

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

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: This letter must be postmarked and sent to the Associate Dean for Academic Affairs, CUNY Law School at Queens College – Room 210, 65-21 Main Street, Flushing, New York 11367, prior to March 19, 2010. Failure to meet this deadline may make the 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: scholarship, 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) phone #

_____ (College or Institution) _____ Name of Evaluator (please print)

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LETTER OF EVALUATION
ASSOCIATE DEAN FOR ACADEMIC AFFAIRS
Please Type Only

TO THE APPLICANT:

I hereby request
(Name of Applicant) (S.S. #)

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

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_____ (Signature and Title of Evaluator) _____ (Area) phone #
_____ (College or Institution) _____ Name of Evaluator (please print)

2009-2010 Application Year

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LETTER OF EVALUATION
ASSOCIATE DEAN FOR ACADEMIC AFFAIRS
Please Type Only

TO THE APPLICANT:

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_____ to complete a letter of evaluation
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_____ (College or Institution) _____ Name of Evaluator (please print)

2009-2010 Application Year

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IDENTIFICATION SLIP

Please **type** only

Name of candidate		Cumulative GPA	
Social Security Number		Credits	
Home address		Major	
		Expected date of Law degree	
Telephone: (Home)		Date of birth	
(Work)		E-mail address	
(Cell)			

FOR INTER-OFFICE USE ONLY: CREDENTIALS CHECKLIST

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