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](mailto:uclafellowship@grad.ucla.edu).

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| 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) *which considers the relationship between your graduate-level study and your intended personal and/or professional goals.* 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) *the essence of your proposed topic of study, the methodology of its treatment, and its anticipated impact on your field of study.*  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](https://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.

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| **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 |