

2017 Charles and Louise O'Brien Fellowship

Application Information

The Fellowship was established by the Reverend Raymond C. O'Brien, a professor at the law school, in honor of his grandparents. Fellowships are awarded in conjunction with the applicant's work at a pro bono assignment during the summer. The Fellows are chosen from essays submitted by eligible students describing their summer placement in the context of the interaction between their religious perspective and their legal careers. At present, each student chosen has received a grant of \$4,500.

Who can apply?

Students finishing their first, second, or third year at The Catholic University of America School of Law and will be enrolled at CUA for the Fall 2017 semester are eligible to apply.

The O'Brien Fellowship *is intended to serve returning students*. The student must have a present intention to return to the Columbus School of Law at The Catholic University of America for studies the following semester. By signing the application for the O'Brien Fellowship, the student (a) certifies that he or she possesses such present intention. Further, the student certifies that should he or she transfer to another law school, he or she agrees to repay to the Columbus School of Law one hundred per cent (100%) of the funds received under the terms of the grant, not later than twenty-one (21) days after the commencement of the semester at the Columbus School of Law from which the student withdrew.

How do I apply?

1. Secure an offer for employment or be a serious candidate for a position. The student must show in the application documents that the organization has agreed to give the student a full-time or part-time position (or is strongly considering it).
2. Complete all necessary paperwork (all forms are included in this packet) and return it to the Office of Financial Aid by 5:00pm Monday, [April 3rd, 2017](#).
3. Submit an essay entitled "*The Interaction between Religious Perspective and Service Within the Legal Profession*". The essay itself must not have any identifying information (i.e. name). Submit the essay attached to the necessary paperwork.

How are Fellows chosen?

A donor-selected committee composed of a faculty member will make nominations from among the applicants to the Dean. The Dean will review the nominations presented by the Committee to ensure that the nominees are otherwise eligible and that their planned fellowship placement is consistent with the mission and values of the University.

How does the Fellowship work?

The applicant must secure a placement related to the information presented in his or her application essay. Each fellow is awarded up to [\\$4,500](#) to be earned throughout the summer. Payment of the fellowship award shall be bi-weekly at an hourly wage to be determined in accordance with the University's pay scale and will be based on time sheets submitted to the Financial Aid Office. Recipients will be provided with all required payroll information. Fellowship award funds that are not paid as wages supporting the summer placement may be used to offset tuition at CUA Law for the following semester.

If for some reason, the placement changes from what was originally described in the application essay, the connection between religious perspective and the placement must still be evidenced by the new selection. In addition, the new placement must also be reviewed by the Dean to ensure that all eligibility criteria are met.

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CHECKLIST

Return your essay to The Office of Financial Aid, Room 340, Law Building, Cardinal Station, Washington, DC 20064. The preferred submission method is to attach the essay as a word document and email to fin-aid@law.edu.

The deadline for completed essay is 5:00 p.m., Monday, [April 3rd, 2017](#).

If you are selected to receive this fellowship you will need to also provide these documents to the Financial Aid Office:

- _____ a. I-9 form (available at http://humanresources.cua.edu/res/docs/I-9_8%207%2009.pdf)
- _____ b. Federal withholding form (W-4)*
- _____ c. State withholding form (if you live in DC, MD, or VA)*
- _____ d. Certificate of Non-Residence in the District of Columbia (for non-D.C. residents)*
- _____ e. 2017 Law School/Student Summer Stipend Agreement
- _____ f. 2017 Law School/Employer Summer Stipend Agreement
- _____ g. (Optional, but recommended) Form requesting Direct Deposit of summer stipend paychecks*

*Forms available at <http://treasurer.cua.edu/forms.cfm>. Questions about withholding forms should be directed to the Payroll Office (202) 319-5606 or cua-vpfinance@cua.edu.

Acknowledgement:

I understand that I am responsible for seeing that my supervisor signs a time sheet on the dates specified on the “*Time Sheets are Due*” form (this form will be provided once stipend decisions have been finalized). If your supervisor is out, someone else must be designated to do it at the site. Time sheets must be faxed to the law school Financial Aid Office (202-319-4462) by noon on the date indicated on the above-mentioned form. If I or my supervisor is not working on the day that time sheets are due, my supervisor may sign the time sheet early for that day or I will include the hours on my next time sheet. **If the faxed time sheets are not received on time, I understand that I WILL NOT BE PAID until they are submitted in the next pay period.**

Signature: _____ Date: _____

**2017 CHARLES AND LOUISE O'BRIEN
FELLOWSHIP APPLICATION**

1. Applicant's Name: _____

Current year and division: (circle one) 1D 1E 2D 2E 3E

2. Contact Info (for mailing paychecks or pay stubs, if direct deposit)

Address: _____ Phone: _____

Email Address: _____

3. Placement Organization Info:

Name: _____

Address: _____ Phone: _____

_____ Fax: _____

Beginning and ending dates of employment: From ____/____/____ To ____/____/____

Name and phone number of Work Supervisor(s) (who may sign your time sheets):

(If not available at this time, this may be added later.)

4. Are you planning to work elsewhere on campus this summer? Yes No If Yes, where? _____

Reminder: You will only be paid for a maximum of 40 hours per week including all CUA-related employment.