



# **JAMES C. HICKMAN SCHOLAR DOCTORAL STIPEND PROGRAM**

## Application Companion Guide

2023-2024 Academic Year

**Application Deadline: February 15, 2023**

*Stipend will be paid in two installments: July 15, 2023 & December 15, 2023*

## **DIGITAL APPLICATION GUIDANCE**

### **Section 1: Contact Information**

- Indicate your full legal name, complete mailing address, telephone number(s), and e-mail address
  - Selecting your preferred pronouns are optional and is for administrative purposes only (selection, or the lack thereof, will have no effect on your application)
- Indicate your date of birth (using month-day-year format)

### **Section 2: Doctoral Program Enrollment/Educational Institution**

- Confirm whether you are currently enrolled in a qualifying doctoral program in the United States or Canada or not
  - If you are currently enrolled in a qualified program, list the name of the university you are attending, its city and state/province, the type of program you are enrolled in, and your program begin and estimated completion dates. Additionally, please provide the full name of your program supervisor/director, their professional title, email address, and phone number
  - If you are not currently enrolled in a doctoral program, list the names of the academic institutions, including the intended field of study, you applied to
- Current doctoral students may apply; however, preference will be given to students entering or in the first year of a doctoral program
- A qualifying doctoral program is one in actuarial science, or a field related to actuarial science (e.g., business, demography, economics, financial economics, insurance, mathematics, risk management or statistics)
- Applicants may apply at the same time they are applying for a doctoral program; if selected these applicants will be awarded the stipend conditional upon enrollment in a qualifying doctoral program

### **Section 3: Actuarial Credential/Progress on Exams**

- Confirm whether or not you currently hold a Fellowship-level actuarial credential or are pursuing Associateship or Fellowship membership of an accrediting actuarial organization (i.e. AI, CAS, CIA, IFoA, SOA)

- Applicants who are already Associate members (including those awarded the CERA) will be expected to pursue a Fellowship credential.
- All applicants must have at least two actuarial exams passed.

#### **Section 4: Citizenship**

- The SOA James C. Hickman Scholar Doctoral Stipend Program was established to increase the number of university faculty working in the United States and Canada who hold both a PhD and an actuarial credential. While U.S. or Canadian citizenship is not expressly required to apply for a stipend, you must attest to citizenship status on this application. Citizenship status may be used to evaluate the likelihood that you will pursue an academic career in the United States or Canada. Additional comments in this regard are welcome

#### **Section 5: Career Plans**

- Complete the questions in this section regarding your future career plans and previous work history

#### **Section 6: Document Upload**

- Resume/CV
- Statement of Interest

## **DOCUMENTATION SUBMISSION DETAILS**

There are a few different ways you can submit documents for your Hickman Scholars application. Please see below for details and reach out to [hickmanscholars@soa.org](mailto:hickmanscholars@soa.org) if you have any questions or trouble submitting your documents.

### **University Portal Submissions**

- SOA contact information:  
Name: Rachel Siegel  
Title: Academic Administrator  
Email: [hickmanscholars@soa.org](mailto:hickmanscholars@soa.org)  
Phone: +1 (847) 706-3532

### **University Official** (*Program Supervisor, Program Admin, University Registrar, etc.*)

- Have the official submit the document(s) using the [Third-Party Document Submission Form](#)

### **Personal Document Upload** (*Resume/CV and Personal Statement of Progress*)

- Attach to your digital application in Section 4
- OR
- Submit using the [Applicant Document Submission Form](#)
  - Use this form to submit your documents separately from your digital application
  - Use this form to submit revised documents to replace documents previously submitted

For additional methods of document submission, please inquire at [hickmanscholars@soa.org](mailto:hickmanscholars@soa.org)

**Documents, other than Resume/CV and Personal Statement of Progress, will not be accepted if submitted by applicant**

## **REQUIRED DOCUMENTATION & INSTRUCTIONS**

Review each item in this section to ensure that you submit all the necessary documentation. (**Note:** With the exception of the Personal Statement of Progress and Updated Résumé/CV, *all required documentation must be sent directly from the school/organization or individual to the SOA to be received by the application deadline.*)

### **1. Statement of Progress**

- a. Statement written and submitted by Program Supervisor/Director attesting to progress in doctoral program.
- b. Must be written on university letterhead

### **2. Official Undergraduate Transcripts**

- a. Official transcripts of grades for all undergraduate courses completed since prior year's application
- b. Must be submitted by university registrar, via university portal, or by Program Supervisor

### **3. Official Graduate Transcripts**

- a. Official transcripts of grades for all graduate courses completed since prior year's application
- b. Must be submitted by university registrar, via university portal, or by Program Supervisor

### **4. Verification of Enrollment**

- a. Letter from university official (Registrar, Program Administrator, or Program Supervisor)
- b. Must be on university letterhead

### **5. Actuarial Exam Transcripts**

- a. Official transcripts for actuarial exams passed with organizations other than the SOA
- b. Must be submitted directly from that organization

### **6. Reference Letters (3 recommended)**

- a. Applicants are encouraged to provide a reference from a credentialed actuary
- b. Must be submitted directly from the Referrer

### **7. Resume/CV**

- a. Self-submit this document using this form or the Applicant Document Submission Form

### **8. Statement of Interest**

- a. This may be the same statement submitted for the doctoral program, but additional language should be added for this application to clearly explain your goals regarding teaching, research, and contributions to the actuarial profession

- b. A goal of the program is to provide stipends to those individuals who will address research and education needs of the profession, including both the theoretical and practical aspects. Statements of Interest will be evaluated to determine level of commitment to the profession
- c. **Formatting Requirements:** maximum length of 3 pages, excluding reference page(s). All margins should be set to 0.75 inches with a font size no smaller than 11pt
- d. Self-submit this document using this form or the Applicant Document Submission Form

Prior to disbursement of any stipend, an appropriate university official must provide a signed letter on university stationery, with the official's title, verifying your continued enrollment in a Doctoral program. **The letter must be sent from the official directly to Rachel Siegel and received by the SOA by the application deadline.**

Please direct all questions to [hickmanscholars@soa.org](mailto:hickmanscholars@soa.org).