



Michael R. Bloomberg
Mayor

**Citywide Administrative
Services**

Edna Wells Handy
Commissioner

**MAYOR'S
GRADUATE
SCHOLARSHIP
PROGRAM**

**APPLICATION
DEADLINE:**

NOVEMBER 21, 2011

**Submit to Your Agency
Personnel Office**

APPLICATION

ACADEMIC YEAR

FALL **2012** — SPRING **2013**

Outside City Hall

Last Name

First Name (Please Type and Print Out This Page)

Mayor's Graduate Scholarship Program Application (MGSP)

MGSP Application

This application is available on our website, www.nyc.gov/mgsp

Check website for complete listings of participating schools and programs.

Refer to MGSP Instruction Booklet.

Refer to MGSP scholarship guide for requirements and deadlines.

If you are applying for more than one program at the same school, complete a separate application for each school.

Approved original applications are submitted to the schools for the award selection process.

Call for assistance at 212-669-4163.

Refer to Fact Sheet Questions: 1, 6, 7, 8, & 9.

Your completed MGSP application includes the following materials for EACH school:

1. An original **TYPED** application form including cover page (**printout black & white legible complete form from your computer**)
2. Copy of the Letter of Intent to the school stating that you are applying for a scholarship (type on personal stationery – see sample on website)
3. Copy of the school application for new entrants only or enrollment letter from school that allow current students to apply for scholarship (check guide) (do not include résumé, recommendations, or presentations)
4. Copy of undergraduate/graduate degree or unofficial transcript
5. Three separate essays (attach **originals** for each school)

Submit the completed package along with **two** legible copies to your Agency Personnel Office by **Monday, November 21, 2011**. Some agencies may have an earlier submission date. In January, contact your Agency to determine whether they approved your application..

School Application

Submit your participating school admission application directly to the school(s).

Some confirmations have an earlier submission date.

See MGSP scholarship Guide for deadlines.

Refer to Fact Sheet Questions: 5, & 10.

Complete your participating school application(s) and submit a **copy** along **with** each MGSP application even if you have not mailed it to the school by the MGSP deadline. Although it is earlier than some of the schools' deadline dates, **you are required to provide confirmation to MGSP that you have submitted your application(s) by Friday, March 2, 2012 (check guide)**. We recommend that you complete it online. Proof of confirmation can consist of the online application confirmation page, email from school admissions office, acceptance letter, or canceled check. Fax your confirmation to **212-313-3427**. Your MGSP application(s) **will not be forwarded** to the school without confirmation for each school that you are applying to.

Personal Information

TYPE ALL SECTIONS OF THIS APPLICATION.

(Handwritten or photocopies of original application will not be accepted).

OPTIONAL:
Please check only one for ethnicity.

Last Name _____ First Name _____ M.I. _____

Home Address _____ Apt. # _____

City _____ State _____ Zip Code _____

Phone (____) _____ Cell phone (____) _____

Ethnicity: White (not of Hispanic origin) Gender:
 Black (not of Hispanic origin) Male
 Hispanic Female
 Asian or Pacific Islander
 American Indian or Alaskan Native
 Other _____

Please Specify

Employment Information

Social Security Number - -
Agency _____
Division/Bureau _____
Work Address _____
City _____ State _____ Zip Code _____
Phone (_____) _____ Email Address _____
Office Title _____
Civil Service or Payroll Title _____
Are you a full-time employee? YES NO Hours per week _____
Number of years in City government _____ Years _____ Months _____
Annual Salary \$ _____

Education Information

Indicate degree(s) received
(e.g., BA, MS).
(e.g., MA, MS, PhD).

Participating schools and
requirements are listed in the
guide.

Indicate institution and name
of school, if applicable, (e.g.,
Pace University/Lubin School of
Business).

List exact title of degree
program (e.g., Human
Resources, Education).

If you are currently attending
the institution, attach an official
enrollment letter.

Please complete a separate
application for each school.

Refer to Fact Sheet Questions:
2, 4, 11, & 12.

Undergraduate Degree _____ College/University _____
Graduate Degree _____ College/University _____

School that this MGSP application is for: (exactly as printed in MGSP Scholarship
Offering Guide):

Program/Degree you are applying for: (exactly as printed in MGSP Scholarship
Offering Guide):

Are you already taking courses at this school? YES (attach official enrollment letter) NO

Additional schools you are applying for scholarship(s) through MGSP:

Have you ever applied to MGSP before? YES Dates _____ NO
Month / Year

Did you receive a scholarship award last year? YES NO

Personal Statement

Type, double space, and label
each essay.

A narrative combining all three
is not acceptable.

Describe responsibilities in a
narrative.

Each essay must be a minimum
of 200 words.

Each essay must not exceed
two pages.

Refer to Fact Sheet Question: 3.

Three Essays: Please answer each of the following questions on separate sheets of paper and
attach to your application.

Essay #1 Present Responsibilities — What are your roles and responsibilities in your current
job/position? (e.g. describe a day in your position - job
postings format is not acceptable)

Essay #2 Graduate Study — Why is graduate study important at this time in your life?

Essay #3 Benefits Sought — What professional benefits do you hope to gain from graduate
work and how will you be able to apply this to government and to
your agency, specifically?

Mayor's Graduate Scholarship Program Application

Applicant Verification

I hereby certify that all the information is complete and accurate.

Applicant's Signature

Date

Agency Personnel Director/Officer Verification

I hereby verify that _____ is a full-time employee of the City of New York.

Personnel Director's Signature

Phone () _____

Date

Agency Head Verification

I endorse this applicant for a Mayor's Graduate Scholarship.

Agency Head's Signature

Date

Department of Citywide Administrative Services Sign-Off

I hereby certify that this application meets the minimum program requirements.

Cheryl Rafra, Director, Mayor's Graduate Scholarship Program

Date

Application Deadline: Monday, November 21, 2011

Submit to your Agency Personnel Office

For program information contact
CHERYL RAFRA, DIRECTOR
Mayor's Graduate Scholarship Program
Department of Citywide Administrative Services
Ph: 212-669-4163
Fx: 212-313-3427
Email: MGSP@dcas.nyc.gov
Website: www.nyc.gov/mgsp

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Commissioner, Department of Citywide Administrative Services
Maria DiPaola
Associate Commissioner, Department of Citywide Administrative Services