



# **MAYOR'S GRADUATE SCHOLARSHIP PROGRAM**

## **PROGRAM APPLICATION**

**FALL 2019 – SPRING 2020**

**APPLICATION DEADLINE:**

All applications must be submitted to the employees' agency personnel offices by November 16, 2018



Bill de Blasio  
Mayor

**Citywide  
Administrative  
Services**

Lisette Camilo  
Commissioner

**Citywide  
Organizational & Executive  
Development Programs**

# Mayor's Graduate Scholarship Program Application (MGSP)

## Program Guidelines

### Participating Colleges and Universities

Participating colleges and universities provide the funding for all scholarship offerings and determine the recipients of the awards. The MGSP Scholarship Offering Guide lists schools and specific degree programs being offered. All questions about admission requirements, such as test or transcript information and the program curriculum, should be directed to the college or university to which you are applying. MGSP staff are available to answer questions about the scholarship application process.

### Eligibility

To qualify for MGSP, you must be a full-time New York City Government employee and have completed a bachelor's degree by the start of the graduate program/scholarship year to which you are applying. Awardees must remain full-time NYC government employees during the entire course of study, remain students in good standing, and attend all courses on their own time. There is no minimum length of employment required for scholarship eligibility. Awardees are not obligated to remain in service to the City upon completion of the graduate program.

### Evaluation and Selection

Award decisions are made solely by the colleges/universities. Each school makes its decision based on scholastic ability, leadership potential, range of knowledge, experience, and scores on the GRE, LSAT, and GMAT, when required. Applicants are advised to take required examinations early enough for scores to be available to colleges/universities for the selection process. The majority of schools make the award decisions during July and August prior to the start of the academic year. If you are awarded a scholarship, you will be notified by the school.

DCAS does not participate in the award decision process. The MGSP staff reviews all applications and will not forward any application that either does not meet minimum requirements, or is not presented in a professional manner (see Application Checklist on the last page).

### MGSP Application Process

MGSP application approval process begins in November 2017 and runs through the late spring of 2018. MGSP applications must be approved by your Agency Head, sent to the MGSP office for review, and then forwarded to each school that you are applying to for the selection process. Therefore, you must submit an original application for review by each school. Your agency may review your job performance and screen your application for accuracy as part of their approval process.

### Participating School Application

The Scholarship Offering Guide lists all of the participating schools and specific programs offering scholarships through MGSP. Submit your completed school application along with a Letter of Intent informing the school that you are applying for a MGSP scholarship. Retain a copy of your online confirmation for submission to MGSP office. Submit a copy of this confirmation to [MGSP@dcas.nyc.gov](mailto:MGSP@dcas.nyc.gov) by the deadlines indicated in the Scholarship Offering Guide.

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## MGSP Application

### QUICK NOTES:

- This application is available on our website, [www.nyc.gov/mgsp](http://www.nyc.gov/mgsp)
- Check website for complete listings participating schools and programs
- 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 program.
- Approved original applications are submitted to the schools for the award selection process.
- For assistance, call 212-386-0059.
- Refer to FAQ Sheet; questions 1, 6, 7, 9 & 10 for more information.

Your completed MGSP application package must include the following materials for EACH school:

1. An original **TYPED** application including cover page (**print a black and white legible complete form**).
2. Copy of the Letter of Intent to the school indicating that you are applying for a scholarship (see sample on website).
3. Copy of enrollment letter from school that allows current students to apply for scholarship (check Scholarship Offering Guide).
4. Copy of the confirmation of school application submission. (due by the deadlines indicated in the Scholarship Offering Guide).
5. Copy of undergraduate/graduate degree or unofficial transcript.
6. Three separate essays (attach **originals** for each school).

Submitted the completed package along with two legible copies to your Agency Personnel Office by Friday, November 16, 2018. Some agencies may have an earlier submission date. In January, contact your Agency to determine whether your application was approved.

## School Application

### QUICK NOTES:

- Submit your participating school application directly to the colleges/universities.
- Refer to MGSP Scholarship Guide for confirmation submission date.
- Refer to FAQ Sheet; question 5 for more information.

**You are required to provide a copy of the confirmation that you have submitted your school application(s) to MGSP by the deadlines indicated in the Scholarship Offering Guide.** Proof of confirmation can consist of the online application confirmation page, email from school admissions office, acceptance letter, or cancelled check. Email your school confirmation to [mgsp@dcas.nyc.gov](mailto:mgsp@dcas.nyc.gov). Do not include resume, recommendations or presentations. **Your MGSP application(s) will not be forwarded to the school without this confirmation for each school.**

## Personal Information

### QUICK NOTES:

- ALL SECTIONS OF THIS APPLICATION MUST BE TYPED.
- Handwritten or photocopies of original application will not be accepted.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Home Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_

Ethnicity: White  
Black (not of Hispanic origin)  
Asian  
American Indian or Alaska Native  
Native Hawaiian or Other Pacific Islander  
Unknown/Unspecified  
Two or more races

**Hispanic Origin Category:**  
Of Hispanic/Latino/Spanish origin  
Not of Hispanic/Latino/Spanish origin  
Not Specified

# Employment Information

## QUICK NOTES:

- Please provide all information requested.

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 year in City government \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Annual Salary \$ \_\_\_\_\_

# Education Information

## QUICK NOTES:

- Indicate degree(s) received (e.g. BA, MS).
- Participating schools and requirements are listed in the Scholarship Offering 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.
- Complete a separate application for each school.
- Refer to FAQ Sheet, questions 2, 4, 11 and 12 for more information.

Undergraduate Degree \_\_\_ College/University \_\_\_\_\_  
Graduate Degree \_\_\_ College/University \_\_\_\_\_

Participating MGSP School (exactly as listed in MGSP Scholarship Offering Guide)  
\_\_\_\_\_

Program/Degree you are applying for: (exactly as listed in MGSP Scholarship Guide)  
\_\_\_\_\_

Are you already taking courses at this school?

Yes \_\_\_ (attach official enrollment letter) No \_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever applied to MGSP before? Yes \_\_\_ Dates \_\_\_\_\_ No \_\_\_

Did you receive a scholarship award last year? Yes \_\_\_ No \_\_\_

# Personal Statement

## QUICK NOTES:

- 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 and must not exceed two pages.
- Refer to FAQ Sheet, question 3 for more information.

**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 posting 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?

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## 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.

\_\_\_\_\_  
Director, Mayor's Graduate Scholarship Program

\_\_\_\_\_  
Date

**Application Deadline: Friday, November 16, 2018**

**Submit to your Agency Personnel Office**

For program information, contact

Mayor's Graduate Scholarship Program  
Department of Citywide Administrative Services  
The David N. Dinkins Municipal Building  
1 Centre Street, Room 2425, New York, NY 10007  
Ph: 212-386-0059  
Email: [MGSP@dcas.nyc.gov](mailto:MGSP@dcas.nyc.gov)  
Website: [www.nyc.gov/mgsp](http://www.nyc.gov/mgsp)

Lisette Camilo

Commissioner, Department of Citywide Administrative Services

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## Application Checklist

Use the following checklist to ensure that you have successfully completed all application requirements.

TASKS	CHECK (x) AS COMPLETED
Completed an original MGSP application package for each school	
Typed application, essays and letter of intent	
Proofread essays for grammatical and typographical errors (no handwritten corrections)	
Described job responsibilities (Essay 1) in a narrative (no listing of duties)	
Completed separate essays for Questions 2 and 3	
Ensured that the school(s) you selected is participating in MGSP (see MGSP Scholarship Offering Guide)	
Ensured that the degree program is offered through MGSP (see MGSP Scholarship Offering Guide)	
Attached a copy of the college diploma, unofficial transcript or acceptance letter to graduate school, letter of intent and the three essays to the MGSP application	
Ensured that all copies are legible and have a professional appearance	
Submitted your original MGSP application package and 2 copies to your agency personnel office by Friday, November 16, 2018. Some agencies require an earlier submission date that must be honored.	