

# Mayor's Graduate Scholarship Program

## FREQUENTLY ASKED QUESTIONS (FAQs)

### 2019/20 Scholarship Year

#### 1. What is the Mayor's Graduate Scholarship Program (MGSP)?

The MGSP provides City government employees the opportunity to continue their education in graduate study. For over 50 years, hundreds of applicants have been awarded scholarships thanks to the generosity of New York City area colleges and universities. Participating schools offer scholarships in areas of business and public administration, policy analysis, law, engineering, nursing, public health, computer science, and other profession specific programs to eligible and qualified applicants.

#### 2. How do I qualify for the Mayor's Graduate Scholarship Program?

To qualify for MGSP, you must:

- a. Be a full-time City government employee
- b. Be actively employed by the City of New York at the time of application and while pursuing your degree
- c. Have completed an undergraduate degree by the fall 2019 semester

#### 3. What are the general requirements for an MGSP award?

General requirements may vary depending on the institution and program. Some schools require that an applicant be a new entrant and fully matriculated to the school starting in the fall of the scholarship year. Taking classes in the spring would disqualify you for consideration of an award, unless stated otherwise. Other criteria may include a minimum GPA, entrance exams such as LSAT or GRE, and strong letters of recommendation. Check the **MGSP Scholarship Offering Guide** for more details.

#### 4. What do the graduate schools look for in prospective award winners?

Schools award only a limited number of scholarships to eligible candidates. Generally, they look for neat and professionally prepared materials. Essays must be grammatically correct, well written, and persuasive. Candidates are expected to adhere to all instructions and requirements stated in the **MGSP Scholarship Offering Guide**.

#### 5. Do I receive an award if I meet the basic requirements?

Since all scholarships are competitive, meeting the basic requirements is not a guarantee of an award.

#### 6. How can I find out more information about the participating graduate schools?

Call the contact number listed in the **MGSP Scholarship Offering Guide** or visit the school's web site. Schools have provided email addresses for further assistance.

#### 7. How do I obtain application materials?

To obtain application materials:

Visit the MGSP Website at [www.nyc.gov/mgsp](http://www.nyc.gov/mgsp) OR [www.nyc.gov](http://www.nyc.gov); (City agency→ Citywide Administrative Services→ For City Employees→ Citywide Personnel Programs)

#### 8. How do I apply?

To apply you must:

1. Select one or more participating schools/programs from the **MGSP Scholarship Offering Guide**.

2. Complete a MGSP application for each school of interest and submit it to your Personnel Office (listing on the MGSP website) for approval by the deadline date (do not submit MGSP applications to the schools).
3. Apply directly to a participating school. The schools will only consider your MGSP application after your acceptance. Once your agency has approved your application, they will submit it to New York City Department of Citywide Services, MGSP office, where it will be screened.

You are responsible for all school application fees. Along with your school application, submit a Letter of Intent requesting consideration for a MGSP scholarship.

### **9. When is the next application period?**

The filing period is from September 10, 2018 through November 16, 2018. MGSP application materials will be available on our website for the 2019/20 academic year during that time. The majority of schools require applicants to be new entrants in the fall of 2019 to be eligible for a scholarship. (Check the MGSP Scholarship Offering Guide for details.) The deadline for submitting the MGSP application(s) to your Agency Personnel Office is Friday, November 16, 2018. Personnel Office locations are available on the MGSP website or by contacting the MGSP office.

### **10. Why are applications not processed for award selection by the school?**

Applications must be completed thoroughly and accurately. It is essential to follow the instructions stated on the Application and Scholarship Offering Guide. Some of the common reasons for not processing applications are as follows:

- Did not receive approval from the agency
- Not a new entrant to the school
- Not a fall entrant
- Essays were not legible or poorly written
- Did not submit confirmation by the deadline date verifying a school application was submitted to the institution

If you need assistance in completing the application, please call 212-386-0059.

### **11. How do I receive a scholarship award?**

Completed MGSP applications are screened by the NYC Department of Citywide Administrative Services and forwarded to the school(s) of your choice. The schools will notify you by mail if you have been selected to receive an award. Scholarships are for the complete course of study, unless otherwise stated, and will continue as long as you remain a full-time City employee and in good academic standing.

### **12. How do I find out about other sources of Financial Aid?**

If you are in need of additional financial support for your graduate studies, the following sources might be useful to you:

- If applicable, check with your union to determine whether you are entitled to a tuition reimbursement for college/job related courses.
- Internet searches may lead to other financial sources.

For further information about the MGSP, contact your Agency Personnel Office or:

**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)**