Bill de Blasio
Mayor

Citywide Administrative Services

Stacey Cumberbatch
Commissioner

MAYOR'S GRADUATE **SCHOLARSHIP** PROGRAM

APPLICATION DEADLINE:

NOVEMBER 18, 2013

Submit to Your Agency Personnel Office

APPLICATION INSTRUCTIONS

ACADEMIC YEAR

FALL 2014 – SPRING 2015

City Hall
Photo Courtesy of Spencer Tucker

MAYOR'S GRADUATE SCHOLARSHIP PROGRAM

The Mayor's Graduate Scholarship Program (MGSP) provides scholarship opportunities for full-time New York City government employees who are considering pursuing graduate study. Through the generosity of New York area colleges and universities, and in cooperation with the City of New York's Department of Citywide Administrative Services (DCAS), full and partial scholarships are offered for graduate study in the areas of business and public administration, public policy analysis, computer science, law, engineering, and other profession specific programs.

Participating Colleges and Universities

Participating colleges and universities provide the funding for all scholarship offerings. See the MGSP Scholarship Offering Guide for the list of schools and the specific degree programs being offered. Please direct all questions concerning admission requirements, such as test or transcript information and the program curriculum, to the college or university to which you are applying. MGSP staff will answer inquiries relating to the 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 New York City government employees during the entire course of study, remain a student in good standing, and attend all courses on her/his 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 staff of MGSP reads all applications and will not forward any application that does not meet minimum requirements or is not presented in a professional manner. (see application checklist on last page of this booklet.)

Additional Information

Information about MGSP is available through your Agency Personnel Office or the Mayor's Graduate Scholarship Program, New York City Department of Citywide Administrative Services, One Centre Street, Room 1340, New York, NY 10007, MGSP@dcas.nyc.gov.

Application Process

MGSP Application

The MGSP application approval process spans from November 2013 through the late spring of 2014 MGSP Applications must be approved by your Agency head, sent to the MGSP office for review, and then be 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.

Submit your MGSP application to your Agency Personnel Office by Monday, November 18, 2013. Your application must be filled out completely and thoroughly with supporting documentations along with two legible copies. Refer to the statements in the shaded left hand column of the application for assistance in completing the form. The Scholarship Offering Guide provides important details regarding the schools' requirements. For example, some schools require that the applicant be a newly matriculated student for the fall semester or that you have completed your undergraduate degree in the same field. Thoroughly review the offering guide before completing your application(s).

Complete MGSP Application Packet

For each school/program, complete an original MGSP application form with supporting documentations

1) Complete application form with personal, employment, and educational information. Sign the application.

2) Attach three separate essays (questions can be found on the application under Personal Statement) that are a minimum of 200 words, a maximum of two typed pages each, and double-spaced. A single essay answering all three questions is not acceptable. Essay #1 must be in a narrative form. A listing of job responsibilities is not acceptable.

3) Attach supporting documentations:

    a. Letter of Intent – only required of new entrants to the school
    b. Copy of school application – required for new entrants only
    c. Enrollment letter – if school allows currently enrolled student to apply for scholarship
    d. Proof of undergraduate/graduate degree (unofficial transcript, copy of diploma, or acceptance letter)
    e. Confirmation that you have applied to the school – copy of the online or email confirmation; letter from the school; or cancelled check

You must have applied to the school before the application(s) is forwarded to the participating school for selection. Confirmation that you have applied to the school must be submitted by Friday, March 7, 2014 regardless of the school's deadline date. **MGSP requires an earlier confirmation for some schools.** Check the Scholarship Offering Guide for details.

Incomplete or poorly prepared applications will not be forwarded to the schools.

Participating School Application

The Scholarship Offering Guide lists all of the participating schools and specific programs offering scholarships through MGSP.

Mail (or submit online) your completed school application along with a Letter of Intent informing them that you are applying for a MGSP scholarship. Retain a copy of your online confirmation for submission to MGSP or forward your email receipt to MGSP@dcas.nyc.gov.

Submit a copy of this verification to MGSP by mail or fax (212) 313-3427 by Friday, March 7, 2014 or deadline date indicated in the offering guide.

MAYOR'S GRADUATE SCHOLARSHIP PROGRAM

Application Checklist

The application process involves a variety of steps for successful completion.
Use this checklist to ensure that you have met all application requirements.

Completed an original MGSP application form for each school	
Typed application information, 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 guide)	
Ensured that the degree program is offered through MGSP (see MGSP scholarship guide)	
Completed and mailed each school's (e.g., Columbia University) application form directly to the school (see MGSP scholarship guide for deadline dates)	
Attached a copy of the school(s) application form(s), your college diploma, unofficial transcript or acceptance letter to graduate school, and the Letter of Intent to the MGSP application form	
Ensured that all copies are legible and have a professional appearance	
Submitted your original MGSP application form and 2 legible copies with supporting documentation to your agency's liaison by Monday, November 18, 2013. Some agencies require an earlier submission date that must be honored	

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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*

Stacey Cumberbatch
Commissioner, Department of Citywide Administrative Services