

## The Mayor's Graduate Scholarship Program 2017 - 2018

New York City Department of  
Citywide Administrative Services



# The Goal of the Program

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- The Mayor's Graduate Scholarship Program (MGSP) was developed to offer New York City Government employees the opportunity to compete for scholarships at schools in the metropolitan area.
- The program is a collaborative effort between a number of academic institutions and the City of New York to inspire and assist you in attaining your educational goals.



# Key Benefits

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- Reduced tuition costs
- Learn progressive concepts in your field
- Enhance and develop new skills while maintaining full-time employment
- A wider variety of employment/promotional opportunities



# Scholarship Participation

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- The Program was established in the late 1960's through the foresight and generosity of Pace University. Since that time, we have partnered with 35 to 40 schools.
- More than 300 degree programs are offered (e.g., MSW, JD, MS, MA, PhD) by participating institutions.



# Fields of Study

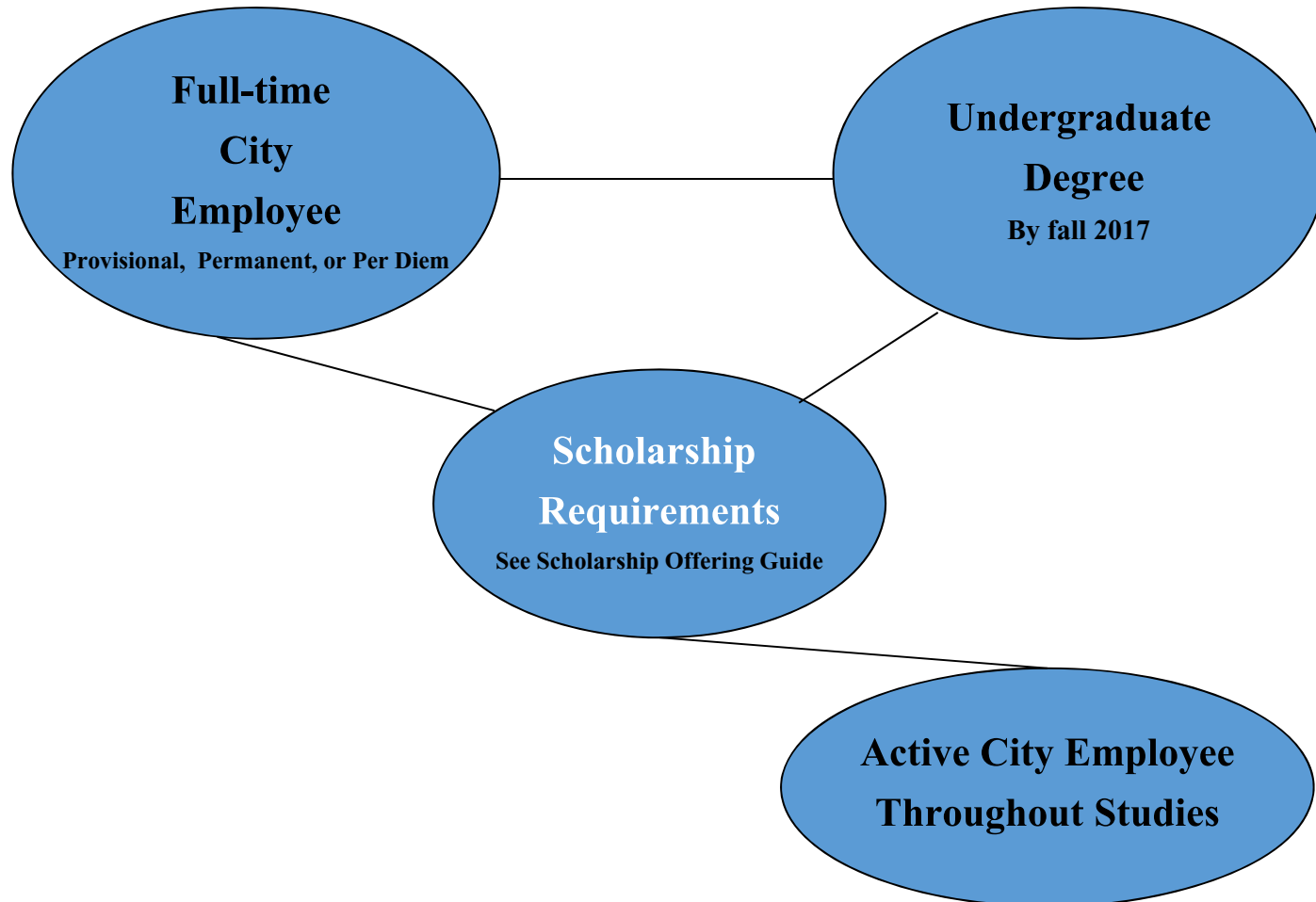
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- The Mayor's Graduate Scholarship Program (MGSP) offers scholarship opportunities through participating graduate schools in areas such as:
  - business and public administration
  - policy analysis
  - law
  - education
  - engineering
  - nursing
  - computer science
  - other profession-specific programs



# Scholarship Requirements

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# Eligibility

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- You can apply as soon as you are hired as a full-time City employee
- You can pursue a second master's degree
- You can apply if you are already enrolled in a school, except if otherwise stated in MGSP Scholarship Offering **Guide** (see requirements column)



# Scholarship Offerings

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- Schools agree to provide the funding for scholarships
- Only schools and degree programs listed in the **Guide** participate in MGSP
- Requirements are listed in the **Guide**
- The majority of scholarships generally range from one-third to half tuition reduction
- Some schools may offer other scholarships at various dollar amounts that can not be combined with the MGSP award. If you choose to opt for another award, please contact the office.





# School Application

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- Complete the admissions process with each school to which you are applying
- You are responsible for application fees
- Apply to the school and submit confirmation to the MGSP office by the deadlines listed in the Scholarship Offering Guide. Please refer to the deadline column in the Guide.
- Call our office at 212-386-0059, if you need clarification regarding deadlines



# MGSP Application

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- You can apply to as many schools of your choosing
- Submit your MGSP application no later than Friday, November 18, 2016 to **your Agency Personnel Office** (check with your Agency Personnel office for a possible earlier deadline)
- The application process takes from 3 – 8 months depending on when your application must be submitted to the school for the selection process
- The schools are responsible for notifying the candidates of their award decision



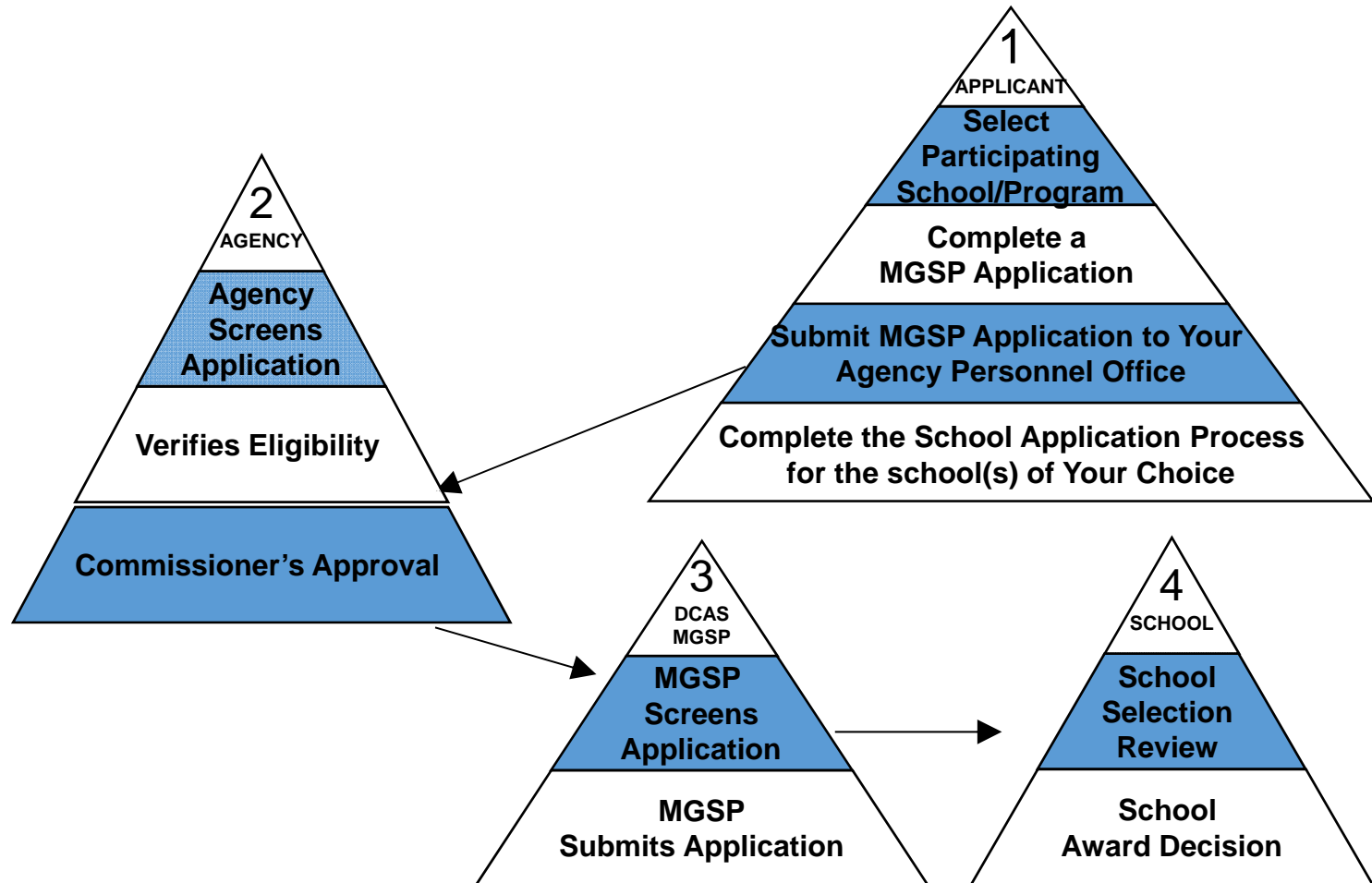
# The Application Process

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- What do you need to successfully apply for a MGSP scholarship?
  - The MGSP Scholarship Offering Guide
  - The Application (only available on the MGSP website)



# Application Process





# Completed Application Packet

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- Complete a MGSP application with supporting documentation for each school/program that you are applying to:
- 3 separate essays (all must be in a narrative form)
- Copy of Letter of Intent (new entrants only)
- Copy of Enrollment Letter (current students only)
- Copy of school transcript or diploma (official transcript not required)
- Copy of the school application and confirmation that the school has received your application (new entrants only) (see MGSP Scholarship Offering Guide)

**DEADLINE DATE: FRIDAY, NOVEMBER 18, 2016**

**Submit to your Agency Personnel Office (Listing on MGSP website)**

(Some Agencies have earlier submission dates – contact your personnel office)



# Confirmation of School Application

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- You must submit confirmation to the MGSP office that you have applied to your participating school(s) in order for your application(s) to be forwarded to the school(s) for consideration of an award
- Check the Scholarship Offering Guide for the required deadline dates.



# Applicant Follow-Up

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- In the beginning of January, check with your Agency Personnel Office to determine whether your application(s) was submitted to MGSP
- Contact the MGSP office by February if you do not receive a letter notifying you that we have received your application(s)
- Receipt of our acknowledgement letter does not guarantee that your application will be forwarded to the school



# Applicant Follow-Up

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- You may receive an email requesting information about your application, respond promptly
- Keep a copy of your completed application(s)
- If you are awarded a scholarship, email a copy of your award letter to MGSP office
- If you are granted more than one award, make a decision quickly so that another eligible employee can be considered for the scholarship





# Selection Process (Competitive)

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The participating school reviews your:

- MGSP application
- MGSP Essays
- Test scores
- GPA
- Leadership potential
- Experience
- School Application
- must be completed at the time of the review
- acceptance to school required



# Award Renewal Process

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- Contact school representative once you have received your award letter to determine which process you must follow:
- Automatic renewal each year if in good academic standing
- Renewal through the school's financial aid office

\*Pratt Institute is the only school that requires reapplication through MGSP each year



# Program Growth

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We are working to develop partnerships with schools in the area. If you have a school and program that you would like to attend that is not currently being offered, contact our office and we will discuss the possibility of recruiting it for MGSP.



# Contact Us

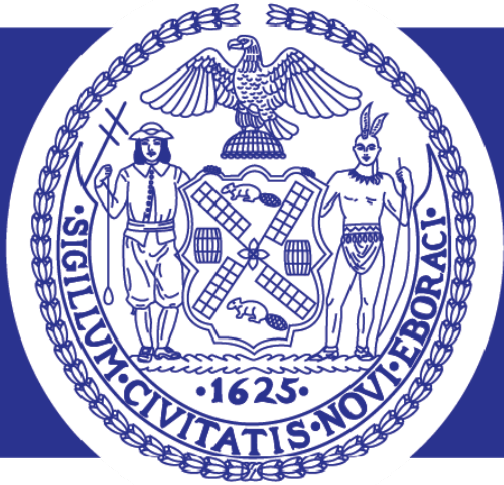
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For further information on MGSP scholarship offerings,  
contact us at:

Website: [www.nyc.gov/mgsp](http://www.nyc.gov/mgsp)

Email Address: [MGSP@dcas.nyc.gov](mailto:MGSP@dcas.nyc.gov)

Telephone number: 212-386-0059



THANK YOU