

2015-2016 NYC Service Fellowship Program

Online Application Instructions

The NYC Service Fellowship application is an online application. Please read the following instructions carefully before beginning the application.

Application Due: **Friday, June 19, 2015, 5:00 p.m. EST.**

- 1) Click [here](#) and enter your email address.
- 2) You will receive a link via email that will take you to the Online Application Form. If you do not meet the eligibility requirements (see eligibility requirements) you will not be able to proceed.
- 3) Please complete the personal applicant information and attach the following documents:
 - ✓ **Transcript:** Attach an unofficial transcript for all colleges attended, reflecting the most recent semester's work. If offered the Fellowship, an official transcript and proof of graduation will be required.
 - ✓ **Resume:** Attach a **one-page** resume. Please be sure that this resume accurately reflects your recent work experience (paid and unpaid) and any school or community/volunteer activities. Include the names of all organizations, the title of your positions and the dates of participation.
 - ✓ **Two Essays** – Attach a personal statement and policy recommendation. Both essays must have your name on each page. If you exceed the specified word limit, your application will not be reviewed.

(1) Personal Statement:

In an essay, not to exceed **750** words, please describe your reasons for applying to the NYC Service Fellowship Program. We are interested in finding out what you can contribute and gain from the fellowship experience. The objective of this essay is to provide us with a better understanding of you and your interest in public service, as well as how you will relate to the NYC Service Fellowship community. You may want to draw upon past experiences in leadership, community service, team efforts, etc. that have significantly impacted your career goals. **Do not recount your resume.**

(2) Policy Recommendation:

In an essay, not to exceed **1000** words, identify and discuss one critical policy issue that you feel strongly about. Write a policy proposal that explains why this issue is important, how it impacts the lives of New Yorkers, and how you think this policy should be implemented. Include both sides of the issue and convince us that your ideas will provide the best improvement on existing programs and policies.

- 4) Please note that you can close out the application at any time. You can resume working on the application by clicking on the link you received via email. However, once you click “submit” you will no longer have access to your application.

References:

- On the application you will be asked to submit the names and email addresses of two recommenders.
- At least one recommender must be a current or former supervisor. Please do not request recommendation letters from two professors.
- The recommender should be able to assess your personal initiative, motivation, and suitability for a fellowship in the public sector.
- When you fill out the page of the application that asks for the contact information for your recommenders and click “next”, the system will automatically contact your recommenders with instructions for submitting their reference letter.
- Once you submit that information you cannot go back and make changes.
- You will receive confirmation emails from us when each of your recommenders submits their letters.
- When both letters have been received, you will receive a FINAL confirmation that your application is complete and ready to be reviewed.
- **If you do not receive a FINAL confirmation email that your application is complete, it means that we did not get both letters of recommendation. It is the responsibility of the applicant to follow up by reaching out to their recommenders to make sure they submit by the stated deadline, Friday, June 19, 2015, by 5:00 p.m. EST.**