

MESSAGE TO APPLICANTS
PLEASE READ BEFORE YOU APPLY

Thank you for your interest in the NYC Urban Fellows Program. We welcome your application and getting to know more about you. Make sure to read through our website so that you are most familiar with the program, the application and the timeline for this year.

We have added this note to you to reconfirm that the application deadline, is **Friday, January 4, 2013 by 5 p.m.** We expect to receive one email submission from you which includes all the required attachments. It is the responsibility of the applicant to gather all the documents (name them correctly) so that the application reaches us on time. That also means there are no exceptions. If you want to apply, and we hope that you do, make sure to start early enough to ensure you have time to collect and submit all of the required documents.

Applicant submits the following in one email to us:

- The application itself
- Your one page resume
- Your personal statement (750 words)
- Your policy statement (1000 words)
- Your unofficial college transcript(s)

Recommenders email their letters to us:

- Ask each of your three recommenders to write a letter for you on their official stationary. **This letter must include their name, title, address, phone number and email address. The letter has to be addressed to "NYC Urban Fellows Program." ("To whom it may concern letters are not acceptable)**
- The recommender emails the letter from **their** email address to UFApplication@dcas.nyc.gov and makes sure to put your name on the subject line.
- Only letters in the form of an attachment will be accepted.
- Only letters that comply with requested information will be accepted.

Both submissions are due in our office by Friday, January 4th – 5 p.m. Only complete applications will be reviewed. Delays in parts of the application (including the letters of recommendation) will disqualify the application.

It is totally the responsibility of the applicant to meet this deadline so start early to gather what you need to submit to us.