

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 become 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 6, 2012 by 5 p.m. We expect to receive one total mailing from you that includes all parts of the application. It is the responsibility of the applicant to gather all the documents 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 so that you have collected all the necessary parts that you need to submit to us.

Here are the parts of the application:

- The application itself
- Your resume
- Your personal statement
- Your policy statement
- Three letters of recommendation *
- Your official college transcript**

*Have your recommenders mail their letters to you (in sealed envelopes) so that you can include these letters in your submission. Ask only those recommenders who you believe will get back to you quickly. Make sure to think of back up recommenders if you believe the person you chose cannot send you a letter in time. Check with your recommender early enough so that you can choose someone else if he/she is delayed in any way.

**Have your college mail the transcript to you so that you can include it in your submission. Computer printouts are not accepted so please do not mail them to us. We need an official transcript.

The entire submission is due in our office by Friday, January 6th no later than 5 p.m. We do not accept late applications or late submissions of parts of the application. The applicant has to make sure he/she has gathered all required documents. You can MAIL or DROP OFF the entire application by the deadline or before if you are ready.

If you have any questions, please email urbanfellows@dcas.nyc.gov. We look forward to hearing from you!