



THE NEW YORK CITY URBAN FELLOWS PROGRAM

Dedicated to the memory of Robert F. Wagner, Jr.

2010-2011

City of New York Department of Citywide Administrative Services

THE NEW YORK CITY URBAN FELLOWS PROGRAM introduces America's finest college graduates to local government and public service. The program was initiated in 1969, with the hope of offering aspiring public policymakers the opportunity to grapple first-hand with contemporary urban issues. Because of its enormous success in recruiting some of the brightest and most dedicated individuals to public service, the Urban Fellows Program is dedicated to the memory of one of New York City's most celebrated public servants, Robert F. Wagner Jr. In accordance with the legacy of Mr. Wagner, the Urban Fellows Program continues to encourage individuals to devote their talents to a better society through better government.

The rigorous nine month program combines full-time employment in City government with a comprehensive seminar series exploring the mechanics of local government while exploring important issues facing the City. From the budget process to agency operations, low income housing to affordable health care and education to economic development, the Fellows come to appreciate the wide range of challenges in New York City government.

The nine month Fellowship begins September 7, 2010 and ends May 13, 2011. Fellows are paid a taxable stipend of \$30,000. Housing is not included. The unique opportunity to work with current decision makers and assist in the implementation of public policy distinguishes the Urban Fellows Program as the premier training program in government. Alumni are consistently found in leadership positions throughout

government, as well as the private and non-profit sectors. We welcome your application to the New York Urban Fellows Program and wish you good luck in the selection process.

ELIGIBILITY AND APPLICATION INFORMATION

All students who are interested in pursuing a career in urban government are encouraged to apply regardless of academic major or previous fields of training. To be eligible for consideration as a candidate, individuals must meet the following requirements at the beginning of the program year in September:

- **Applicants must be recent college graduates, no more than two full years out of college.** We accept applications from students who receive undergraduate degrees in the spring of '10, '09, '08.
- **Applicants must be prepared to participate in the program on a full-time basis for one academic year.**

Applicants will receive written notification on the status of their application mid-February. Those selected as finalists will be invited to interview in New York City in mid-March. Final decisions will be rendered by mid-April.

PLEASE READ THE ENTIRE FORM before completing the application. Applicants must submit an original and three complete copies of their application form, resume and essays. Transcripts and references must be included in the same package with the other application material. (See Part II and Part V for more information.) Applicants should retain copies of their completed applications for their files. All applications must be typed.

Part I: Applicant Summary

Name: Mr. / Ms. Last _____ First _____ M I _____

Permanent Address: _____

City _____ State _____ Zip _____

School Address: _____

City _____ State _____ Zip _____

Permanent Telephone Number: () _____ **E-mail Address:** _____

School Telephone Number: () _____ **E-mail Address:** _____

Education: List college(s) currently and previously attended, starting with most recent:

College	Major	Degree	Date Awarded or Expected
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you a United States Citizen () Yes () No **or Permanent Resident** () Yes () No

Date of Birth (Optional): ____/____/____

How did you learn about the program? _____

Race/ Ethnicity (Optional):

- White (not of Hispanic origin)**
- Black (not of Hispanic origin)**
- Hispanic**
- Asian or Pacific Islander**
- American Indian or Alaskan Native**
- Other** _____

Part II: Submit Transcript

Submit an official transcript for all colleges attended, reflecting the most recent semester’s work. The transcript(s) should be in a signed and sealed envelope from the Registrar and included in the application package sent by you. **Note: You are not responsible for making additional copies of the official transcript.**

Part III: Attach Résumé

You are required to include a current résumé with your application. Please be sure that this résumé accurately reflects your work experience (paid and unpaid) and any school or community activities in which you have been involved. Include the name of all organizations, the title of your position and the dates of participation.

Part IV: Submit Two Essays

Both essays must be typed and have your name on each page.
To learn more about New York City government visit our website: www.nyc.gov.

1. Personal Statement

In an essay, not to exceed 1,000 words, please describe your reasons for applying to the Urban Fellows Program. We are interested in finding out what you believe you can contribute and how you believe you can 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 Urban Fellow community. You may want to draw upon past opportunities of leadership, community service, team efforts, etc. that have significantly impacted your career goals.

2. Policy Recommendation

In an essay, not to exceed 1,500 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 the policy should be implemented. Include both sides of the issue and convince us that your ideas will provide the best improvement on existing programs or policies.

If you exceed the specified word limit, your application will not be reviewed.

Part V: References

Please include three academic or professional references using the enclosed recommendation form. The recommender should be able to assess your personal initiative, motivation and suitability for a fellowship in the public sector. Ask the recommender to make 3 copies of the recommendation, enclose the original and copies in a signed, sealed envelope and return it to you. **Only letters addressed to the Urban Fellows Program will be accepted.**

- 1. Name _____ Title/Org. _____ Telephone () _____
- 2. Name _____ Title/Org. _____ Telephone () _____
- 3. Name _____ Title/Org. _____ Telephone () _____

Part VI: Affirmation

This affirmation must be completed: I affirm that all statements made on this application, including all attachments, are true and complete to the best of my knowledge. I understand that misrepresentation may be cause for denial of admission to or expulsion from the Urban Fellows Program.

Signature: _____ Date: _____

Part VII: Checklist

The application form, transcript, recommendations, essays, résumé and any other supporting material must be submitted together in one mailing. Organize your application into four complete sets: an original and three copies. Each set should include the application form, résumé and two essays. Program staff will collate the sealed letters of recommendation and the original transcript. Late applications will be returned, unopened, to the applicant.

Reviewing this checklist will insure proper completion of the application:

Four sets, each of which includes:

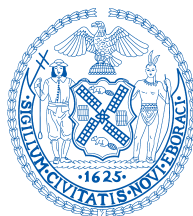
- Application Form:** original and three copies
- Résumé:** original and three copies
- Essays:** original and three copies
- *Separately:*
- Transcript:** one official copy in signed and sealed envelope
- References:** original and three copies in signed and sealed envelope from each recommender

**When you mail your total packet to us, it should include the four requested sets as well as the transcripts and references*

Mail application to:
NYC Urban Fellows Program
NYC Department of Citywide Administrative Services
1 Centre Street, Room 2425
New York, NY 10007

Telephone (212) 669-3695
www.nyc.gov/internships

THE NYC URBAN FELLOWS PROGRAM
APPLICATION DEADLINE:
Received in our office by 5 p.m., January 8, 2010



Michael R. Bloomberg, Mayor
Martha K. Hirst, Commissioner