



Mayor's Scholarship Program

Undergraduate Scholarship Program Application

**Academic Year:
Fall 2026 - Spring 2027**

NYC DCAS
Citywide Administrative Services



Mayor's Scholarship Program

Undergraduate Scholarship Application

Participating Colleges and Universities

Participating colleges and universities provide the funding for all scholarship offerings and determine the recipients of the awards. The Undergraduate Scholarship Offering Guide lists schools and specific degree programs being offered. All questions about admission requirements, such as test or transcript information and the program curriculum, should be directed to the college or university to which you are applying. Mayor's Scholarship Program (MSP) staff are available to answer questions about the scholarship application process.

Eligibility

To qualify for the Mayor's Scholarship Program's undergraduate scholarships, you must be a full-time New York City government employee and have completed a high school degree by the start of the undergraduate program / scholarship year to which you are applying. Awardees must remain full-time NYC government employees during the entire course of study, remain students in good standing, and attend all courses on their own time. There is no minimum length of employment required for scholarship eligibility. Awardees are not obligated to remain in service to the city upon completion of the undergraduate program.

Evaluation and Selection

Award decisions are made solely by the colleges/universities. Each school makes its decision based on scholastic ability, leadership potential, range of knowledge, and experience. Applicants are advised to take required examinations early enough for scores to be available to colleges/universities for the selection process. If you are awarded a scholarship, you will be notified by the school.

DCAS does not participate in the award decision process. The MSP staff reviews all applications and will not forward any application that either does not meet minimum requirements or is not presented in a professional manner (see Application Checklist on the last page).

Undergraduate Scholarship Application Process

Undergraduate scholarship application approval process begins on March 30, 2026, and runs through April 27, 2026. Applications must be approved by your agency personnel officer (APO) and agency head, sent to the MSP office for review, and then forwarded to each school that you are applying to for the selection process. Therefore, you must submit an original application for review by each school. Your agency may review your job performance and screen your application for accuracy as part of their approval process. You will need to submit your school acceptance letter at the same time as the scholarship application.

Undergraduate Scholarship Application

Your completed application package must include the following materials for **each** school:

1. A completed application.
2. Three separate essays (attach originals for each school).
3. Copy of enrollment letter for current students or acceptance letter from applicants starting in Fall 2026.

Submit the completed package to your Agency Personnel Office by Monday, April 27, 2026. Some agencies may have an earlier submission date. In May, contact your agency to determine whether your application was forwarded to MSP.

Mayor's Scholarship Program Undergraduate Scholarship Application

Personal Information

Last Name:

First Name:

M.I.:

Home Address:

Apt. #:

City:

State:

Zip Code:

Phone:

Email:

Employment Information

Agency:

Address:

City:

City:

State:

Zip Code:

Phone:

Email:

Office Title:

Civil Service or Payroll Title:

Are you a full-time employee?

Number of years in City government:

Education Information

High School Diploma : High School:

Participating MSP School (exactly as listed in MSP Scholarship Offering Guide)

Program/Degree you are applying for:
(exactly as listed in MSP Scholarship Guide)

Are you already taking courses at this school?

Yes (attach official enrollment letter)

No

Additional schools where you are applying for scholarship(s) through MSP:

Personal Statement

Three Essays:

Please answer each of the following questions on separate sheets of paper and attach to your application. If you are submitting this application via email, include each essay as an attachment. Each essay should be in narrative form and not exceed two pages.

Essay #1 – What are your roles and responsibilities in your current job/ position? (e.g., describe a day in your position – job posting format is not acceptable.)

Essay #2 – Why is undergraduate study important at this time in your life?

Essay #3 – What professional benefits do you hope to gain from undergraduate work and how will you be able to apply this to government and to your agency, specifically?

Applicant Verification:

I hereby certify that all the information is complete and accurate.

Applicant's
Signature:

Date:

Agency Personnel Director/Officer Verification:

I hereby verify that

is a full-time employee of the City of New York.

Personnel
Director's
Signature:

Phone:

Date:

Agency Head Verification:

I endorse this applicant for a Mayor's Scholarship.

Agency
Head's
Signature:

Date:

Department of Citywide Administrative Services Sign-Off:

I hereby certify that this application meets the minimum program requirements.

Director, Mayor's Scholarship Program:

Date:

**Application Deadline:
Monday, April 27, 2026**

Submit to your Agency Personnel Office

For program information, contact

**Mayor's Scholarship Program
Department of Citywide Administrative Services
The David N. Dinkins Municipal Building**

**1 Centre Street, Room 2425
New York, NY 10007**

212-386-0021

MSP@dcas.nyc.gov

**Yume Kitasei
Commissioner
Department of Citywide Administrative Services**

Undergraduate Scholarship Application Checklist

Use the following checklist to ensure that you have successfully completed all application requirements.

Completed an original MSP undergraduate scholarship application package for each school, signed and dated by you under **Applicant Verification**.

Your three essays

Described job responsibilities (Essay 1) in a narrative (no listing of duties).

Ensured that the school(s) you selected is participating in the Mayor Scholarship Program's undergraduate award offerings (see Undergraduate Scholarship Offering Guide).

Ensured that the degree program is offered through MSP (see Undergraduate Scholarship Offering Guide).

Attached unofficial transcript or acceptance letter to undergraduate school, and the three essays to the undergraduate scholarship application.

Ensured that all copies are legible and have a professional appearance.

Submitted application package to your agency personnel office by Monday, April 27, 2026. Some agencies require an earlier submission date that must be honored.



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