

NYC Urban Fellows Instructions for Online Application

Please carefully read the following instructions for the NYC Urban Fellows program. Application Due: **Monday, January 11, 2027 (submitted by 6 p.m. EST)**

- (1) Click on the AirTable link to begin your application.
 - (2) You must have all application documents ready to complete and submit your application. See below.
 - (3) We must receive your letters of recommendation from your references by the deadline. Therefore, we suggest you apply early enough to allow time for your references to upload their letters.
- ✓ **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 activities. Include the name of all organizations, the title of your position, and the dates of participation.
 - ✓ **Two Essays:** 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 Urban Fellows 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 Urban Fellows 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.

(1) 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 or policies

References:

- The application requires that you submit the names and email addresses of three references.
- At least one reference must be a current or former supervisor.
- The reference should be able to assess your personal initiative, motivation, and suitability for a fellowship in the public sector.
- Once you complete and submit your application, your references will automatically receive an email from Airtable. In this email there will be a link for them to fill out and upload their letter of recommendation. **Please make sure to follow up with them to confirm that they have received the email and have uploaded their letter by the deadline of January 11, 2027, 6:00 pm EST.**
- If you need to change a reference for any reason, send an email to urbanfellows@dcas.nyc.gov with the name of the person you would like to change and the complete information for the new reference person.

Confirmations:

You will receive a total of **five** email confirmations.

- When you, the Applicant, submit the application.
- When each Reference submits a response to your request of letter of recommendation. Therefore, you should receive 3 of these.
- When all three references have submitted their responses on your behalf.

Please be aware that if you have not received the final email confirmation, your application is not complete and will not be reviewed. It is the responsibility of the applicant to ensure all parts of the application are received before the deadline.