# Mayor's Graduate Scholarship Program

# Program Application

## Fall 2022 – Spring 2023

**APPLICATION DEADLINE:**
All applications must be submitted to the employees' agency personnel offices by November 22, 2021.

Last Name: _____

First Name: _____


Bill de Blasio
Mayor

**Citywide Administrative Services**
Dawn Pinnock
Acting Commissioner

**Citywide Organizational & Executive Development Programs**

# Mayor's Graduate Scholarship Program Application (MGSP)

# Program Guidelines

## Participating Colleges and Universities

Participating colleges and universities provide the funding for all scholarship offerings and determine the recipients of the awards. The MGSP 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. MGSP staff are available to answer questions about the scholarship application process.

## Eligibility

To qualify for MGSP, you must be a full-time New York City Government employee and have completed a bachelor's degree by the start of the graduate 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 graduate 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, experience, and scores on the GRE, LSAT, and GMAT, when required. 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 MGSP 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).

## MGSP Application Process

MGSP application approval process begins in November 2021 and runs through summer of 2022. MGSP applications must be approved by your Agency Head, sent to the MGSP 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.

## Participating School Application

The Scholarship Offering Guide lists all of the participating schools and specific programs offering scholarships through MGSP. Submit your completed school application along with a Letter of Intent informing the school that you are applying for a MGSP scholarship. Retain a copy of your online confirmation for submission to MGSP office. Submit a copy of this confirmation to MGSP@dcas.nyc.gov by the deadlines indicated in the Scholarship Offering Guide.

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## MGSP Application

**QUICK NOTES:**

- This application is available on our website, www.nyc.gov/mgsp
- Check website for complete listings participating schools and programs
- Refer to MGSP Scholarship Guide for requirements and deadlines
- If you are applying for more than one program at the same school, complete a separate application for each program.
- Approved original applications are submitted to the schools for the award selection process.
- For assistance, email at mgsp@dcas.nyc.gov.
- Refer to FAQ Sheet; questions 1, 6, 7, 9 & 10 for more information.

Your completed MGSP application package must include the following materials for EACH school:

1. An original **typed** application including cover page**.**
2. Copy of the Letter of Intent to the school indicating that you are applying for a scholarship (see sample on website).
3. Copy of undergraduate/graduate degree or unofficial transcript.
4. Three separate essays (attach originals for each school).
5. Copy of enrollment letter from school that allows current students to apply for scholarship (if you currently are attending the school. Check Scholarship Offering Guide for eligibility).
6. Copy of the confirmation of school application submission (due by the deadlines indicated in the Scholarship Offering Guide).

Submit the completed package to your Agency Personnel Office by Monday, November 22, 2021. Some agencies may have an earlier submission date. In January, contact your Agency to determine whether your application was approved.

## School Application

**QUICK NOTES:**

- Submit your participating school application directly to the colleges/universities.
- Refer to MGSP Scholarship Guide for confirmation submission date.
- Refer to FAQ Sheet; question 5 for more information.

**You are required to provide a copy of the confirmation that you have submitted your school application(s) to MGSP by the deadlines indicated in the Scholarship Offering Guide.** Proof of confirmation can consist of the online application confirmation page, email from school admissions office, acceptance letter, or canceled check. Email your school confirmation to mgsp@dcas.nyc.gov.

Do not include resume, recommendations or presentations.

**Your MGSP application(s) will not be forwarded to the school without this confirmation from each school.**

## Personal Information

**QUICK NOTES:**

- All sections of this application must be typed.
- Handwritten or photocopies of original application will not be accepted.

Last Name _____First Name _____M.I.___

Home Address _____Apt. #____

City _____State _____Zip Code _____

Phone (____)_____Cell phone (_____)_____

Ethnicity:
- White ☐
- Black (not of Hispanic origin) ☐
- Asian ☐
- American Indian or Alaska Native ☐
- Native Hawaiian or Other Pacific Islander ☐
- Unknown/Unspecified ☐
- Two or more races ☐

**Hispanic Origin Category:**
- **O**f Hispanic/Latino/Spanish origin ☐
- Not of Hispanic/Latino/Spanish origin ☐
- Not Specified ☐

# Employment Information

**QUICK NOTES:**

- Please provide all information requested.

Social Security Number __ __ __ - __ __ - __ __ __ __
Agency _____
Division/Bureau _____
Work Address _____
City _____ State_____ Zip Code _____
Phone (_____) _____ Email Address_____
Office Title _____
Civil Service or Payroll Title _____
Are you a full-time employee? Yes ___No ___Hours per week _____
Number of year in City government _____ Years _____ Months
Annual Salary $ _____

# Education Information

**QUICK NOTES:**

- Indicate degree(s) received (e.g. BA, MS).
- Participating schools and requirements are listed in the Scholarship Offering Guide.
- Indicate institution and name of school, if applicable (e.g. NYU/School of Professional Studies.
- List exact title of degree program (e.g. Human Resources, Education).
- If you are currently attending the institution, attach an official enrollment letter.
- Complete a separate application for each school.
- Refer to FAQ Sheet, questions 2, 4, 11 and 12 for more information.

Undergraduate Degree ____ College/University _____
Graduate Degree ____ College/University _____

Participating MGSP School (exactly as listed in MGSP Scholarship Offering Guide)
_____

Program/Degree you are applying for: (exactly as listed in MGSP 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 MGSP:

_____
_____
_____

Have you ever applied to MGSP before? Yes ___ Dates _____ No _____

Did you receive a scholarship award last year? Yes ____ No ____

# Personal Statement

**QUICK NOTES:**

- Type, double space and label each essay
- A narrative combining all three is not acceptable
- Describe responsibilities in a narrative.
- Each essay must be a minimum of 200 words and must not exceed two pages.
- Refer to FAQ Sheet, question 3 for more information.

**Three Essays:** Please answer each of the following questions on separate sheets of paper and attach to your application.

**Essay #1** – Present Responsibilities - 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** – Graduate Study – Why is graduate study important at this time in your life?

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

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## 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.**

_____ **Phone (____)** _____ _____

**Personnel Director's Signature** **Date**

## Agency Head Verification

**I endorse this applicant for a Mayor's Graduate 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 Graduate Scholarship Program** **Date**

**Application Deadline: Monday, November 22, 2021**
**Submit to your Agency Personnel Office**

**For program information, contact**

**Mayor's Graduate Scholarship Program**
**Department of Citywide Administrative Services**
**The David N. Dinkins Municipal Building**
**1 Centre Street, Room 2425, New York, NY 10007**
**Ph: 212-386-0059**
**Email:MGSP@dcas.nyc.gov**
**Website: www.nyc.gov/mgsp**

**Dawn Pinnock**

**Acting Commissioner, Department of Citywide Administrative Services**

# Mayor's Graduate Scholarship Program Application (MGSP)

# Application Checklist

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

| Tasks | Check (x) as completed |
|---|---|
| Completed an original MGSP application package for each school | |
| Typed application, essays and letter of intent | |
| Proofread essays for grammatical and typographical errors (no handwritten corrections) | |
| Described job responsibilities (Essay 1) in a narrative (no listing of duties) | |
| Completed separate essays for Questions 2 and 3 | |
| Ensured that the school(s) you selected is participating in MGSP (see MGSP Scholarship Offering Guide) | |
| Ensured that the degree program is offered through MGSP (see MGSP Scholarship Offering Guide) | |
| Attached a copy of the college diploma, unofficial transcript or acceptance letter to graduate school, letter of intent and the three essays to the MGSP application | |
| Ensured that all copies are legible and have a professional appearance | |
| Submitted MGSP application package to your agency personnel office by Monday, November 22, 2021. Some agencies require an earlier submission date that must be honored. | |