



Mayor's Graduate Scholarship Program

Program Application

Fall 2024 - Spring 2025

Application Deadline:

All applications must be submitted to the employees' Agency Personnel Offices by November 17, 2023

Mayor's Graduate Scholarship Program (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 2023 and runs through summer of 2024. 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 the participating schools and specific programs offering scholarships through MGSP. Submit your completed school application by the application deadline indicated in the Scholarship Offering Guide. Retain a copy of your online confirmation and forward it to MGSP@dcas.nyc.gov by the deadline indicated in the Scholarship Offering Guide.

Mayor's Graduate Scholarship Program (MGSP)

MGSP Application

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

1. A completed application.
2. Copy of the letter of intent to the school(s) indicating that you are applying for a scholarship (see sample on the DCAS website at on.nyc.gov/mgsp-scholarship.)
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).

If you are applying for more than one school, complete and submit a separate MGSP application for each school.

Submit the completed package to your Agency Personnel Office by Friday, November 17, 2023. Some agencies may have an earlier submission date. In January, contact your agency to determine whether your application was approved.

School Application

Submit your participating school application directly to the colleges/universities. Refer to the MGSP Scholarship Offering Guide for the application and confirmation deadline.

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.

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

Personal Information

Last Name:

First Name:

M.I.:

Home Address:

Apt. #:

City:

State:

Zip Code:

Phone:

Email:

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:

Of Hispanic/Latino/Spanish origin

Not of Hispanic/Latino/Spanish origin

Not Specified

Employment Information

Agency:

Division/Bureau:

Work Address:

City:

State:

Zip Code:

Phone:

Email:

Office Title:

Civil Service or Payroll Title:

Are you a full-time employee? Yes No Hours per week:

Number of years in City government: Years Months

Education 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

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 graduate study important at this time in your life?

Essay #3 – 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?

Mayor's Graduate Scholarship Program (MGSP)

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 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:
Friday, November 17, 2023**

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**

212-386-0059

MGSP@dcas.nyc.gov

www.nyc.gov/mgsp

**Dawn M. Pinnock
Commissioner
Department of Citywide Administrative Services**

MGSP Application Checklist

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

Completed an original MGSP application package for each school.

Typed application, essays, and letter of intent.

Sent letter(s) of intent directly to each school you are applying to.

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

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 Friday, November 17, 2023. Some agencies require an earlier submission date that must be honored.

