

# FACT SHEET

2010/11 Scholarship Year

## **What is the Mayor's Graduate Scholarship Program (MGSP)?**

The Mayor's Graduate Scholarship Program provides outstanding City government employees with the opportunity to continue their education in graduate study. Over the years, hundreds of applicants have been awarded scholarships thanks to the generosity of New York City area colleges and universities. Participating schools offer full or partial scholarships in areas of business and public administration, policy analysis, law, engineering, nursing, public health, computer science, and other profession specific programs to eligible and qualified applicants.

## **What are the general requirements for an MGSP award?**

Some schools require that an applicant be a new entrant or fully matriculated to the school starting in the fall of the scholarship year. Taking classes in the spring would disqualify you for consideration of an award for most schools. Other criteria may include a minimum GPA, entrance exams such as LSAT or GRE, and strong letters of recommendation. Check the **MGSP Scholarship Offering Guide** for details.

## **What do the schools look for in prospective award winners?**

Schools are looking to award a limited number of full and/or partial scholarships to outstanding candidates. They look for neat and professionally prepared materials. Essays must be grammatically correct, well written, and persuasive. Candidates are expected to adhere to all instructions and requirements stated in the Scholarship Offering Guide.

## ***Do I receive an award if I meet the basic requirements?***

All scholarships are competitive. You will compete for an award along with other City employees applying to the participating school(s).

## **How can I find out more information about the participating schools?**

Feel free to call the contact number listed in the **MGSP Scholarship Offering Guide** or visit the school's web site. Schools have provided email addresses for further assistance.

## **How do I obtain application materials?**

To obtain application materials:

- Visit the MGSP Website at [www.nyc.gov/mgsp](http://www.nyc.gov/mgsp)  
OR [www.nyc.gov](http://www.nyc.gov); City agency: Citywide Administrative Services; link at bottom of page
- Call the MGSP office at (212) 669-4163

## **How do I qualify for the Mayor's Graduate Scholarship Program?**

To qualify for the MGSP, you must:

- (1) Be a full-time City government employee
- (2) Be actively employed by the City of New York at the time of application and while pursuing your degree

(3) Have completed an undergraduate degree by the fall 2010 semester

**(OVER)**

### **How do I apply?**

To apply you must:

- (1) Apply directly to a *participating* college/university to obtain acceptance status before you can be considered for an award and
- (2) Complete an MGSP application (*see Instruction Booklet*) and submit it to your Personnel Office for approval by the deadline date (do not submit MGSP applications to the school).

It will then be submitted to the NYC Department of Citywide Administrative Services, where it will be screened. You may apply for more than one college/university scholarship, but can only accept one scholarship award through MGSP. When applying to the school(s) of your choice for admission, indicate that you are also submitting a completed **MGSP Application** through DCAS for their consideration.

### **When is the next application period?**

Applications for MGSP will be available on our website by September 1, 2009 for the 2010/11 academic year. The majority of schools require applicants to be new entrants in the fall of 2010 to be eligible for a scholarship. *Check the Scholarship Offering Guide for details.* The deadline for submitting the MGSP application(s) to your Agency personnel office is Monday, November 23, 2009. Personnel Office locations are available at the MGSP website or by contacting the MGSP office. Approved applications will be forwarded to the schools in the late spring of 2010.

### ***Why are applications not processed for award selection by the school?***

Applications must be completed thoroughly and accurately. It is essential to follow the instructions stated on the Application, Instruction Booklet, and Scholarship Offering Guide. Some of the common reasons for not processing applications are as follow:

- Did not receive approval from the agency
- Not a new entrant to the school
- Not a fall entrant
- Essays were not legible or poorly written
- Did not submit confirmation by the deadline date verifying a school application was submitted to the institution

If you need assistance in completing the application please call 212-669-4163.

### **How do I receive a scholarship award?**

Completed MGSP applications are screened by the NYC Department of Citywide Administrative Services and forwarded to the school(s) of your choice. The schools will notify you by mail if you have been selected to receive an award. Scholarships are for the complete course of study unless otherwise stated and will continue as long as you remain a full-time City employee and in good academic standing.

### **How do I find out about other sources of Financial Aid?**

If you are in need of additional financial support towards your graduate studies, the following sources might be useful to you:

- If applicable, check with your union to determine whether you are entitled to tuition reimbursement for college/job related courses.
- Local libraries and bookstores carry directories listing financial assistance sources.

For further information about the Mayor's Graduate Scholarship Program, contact your Agency Personnel Office or:

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