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# **The Mayor's Graduate Scholarship Program**

***2015 - 2016***

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**Striving Toward Academic Excellence within  
New York City Government**



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## The Goal of the Program

- The Mayor's Graduate Scholarship Program (MGSP) was developed to offer New York City Government employees the opportunity to compete for scholarships at schools in the metropolitan area.
  - The program is a collaborative effort between a number of academic institutions and the City of New York to inspire and assist you in attaining your educational goals.
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# Key Benefits

- Obtain a reduction in tuition costs
  - Learn progressive concepts in your field
  - Enhance your skills while you work
  - Be a more valued employee
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# Scholarship Participation

- The Program was established in the late 1960's through the foresight and generosity of Pace University. Since that time, we have partnered with 35 to 40 schools.
  - For example, New York University's schools of Social Work; Public Service; Education; and Continuing and Professional Studies participate in MGSP.
  - More than 300 degree programs are offered (e.g., MSW, JD, MS, MA, PhD) by participating institutions.
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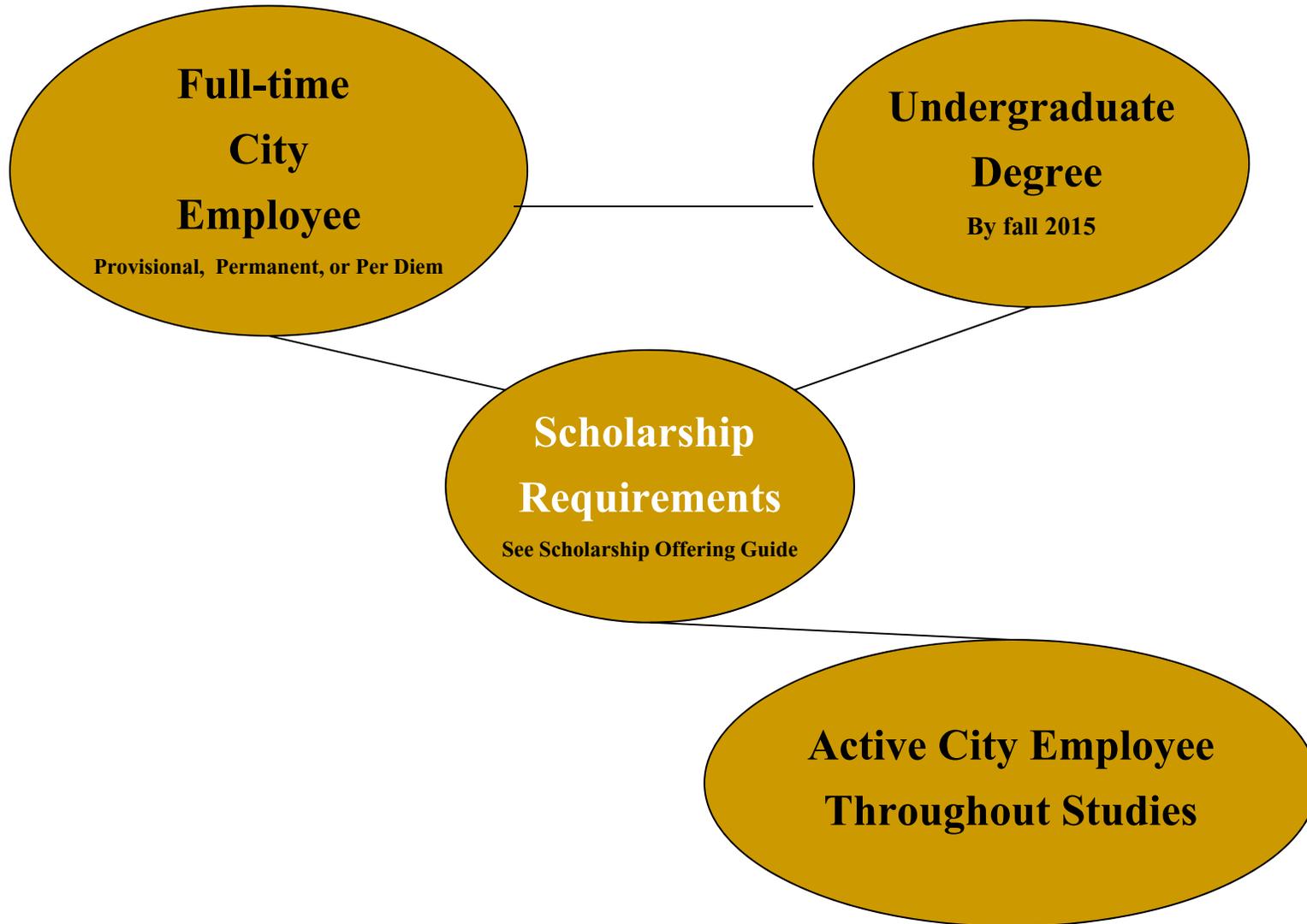
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# Fields of Study

- The Mayor's Graduate Scholarship Program (MGSP) offers scholarship opportunities through participating graduate schools in areas such as:
    - ❑ business and public administration
    - ❑ policy analysis
    - ❑ law
    - ❑ education
    - ❑ engineering
    - ❑ nursing
    - ❑ computer science
    - ❑ other profession-specific programs
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# Scholarship Requirements



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## Eligibility

- You can apply as soon as you are hired on as a full-time City employee
  - You can pursue a second master's degree
  - You can apply if you are already enrolled in a school, except if otherwise stated in MGSP Scholarship Offering **Guide** (see requirements column)
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# Scholarship Offerings

- Schools agree to provide the funding for scholarships
  - Only schools and degree programs listed in the **Guide** participate in MGSP
  - Requirements are listed in the **Guide**
  - The majority of scholarships generally range from one-third to half tuition reduction
  - Some schools may offer other scholarships at various dollar amounts that can not be combined with the MGSP award. If you choose to opt for another award, please contact the office.
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# School Application

- Complete the admissions process with each school that you are applying to
- You are responsible for application fees
- Apply to the school no later than, Friday, March 6, 2015 and submit confirmation to the MGSP office. Some schools require an earlier submission date. Please refer to the deadline column in the Guide.

Call our office at 212-669-4163, if you need clarification regarding deadlines

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# MGSP Application

- You can apply to as many schools of your choosing
  - Submit your MGSP application no later than Monday, November 17 to **your Agency Personnel Office** (check with your Agency Personnel office for a possible earlier deadline)
  - The application process takes from 3 – 8 months depending on when your application must be submitted to the school for the selection process
  - The schools are responsible for notifying the candidates of their award decision
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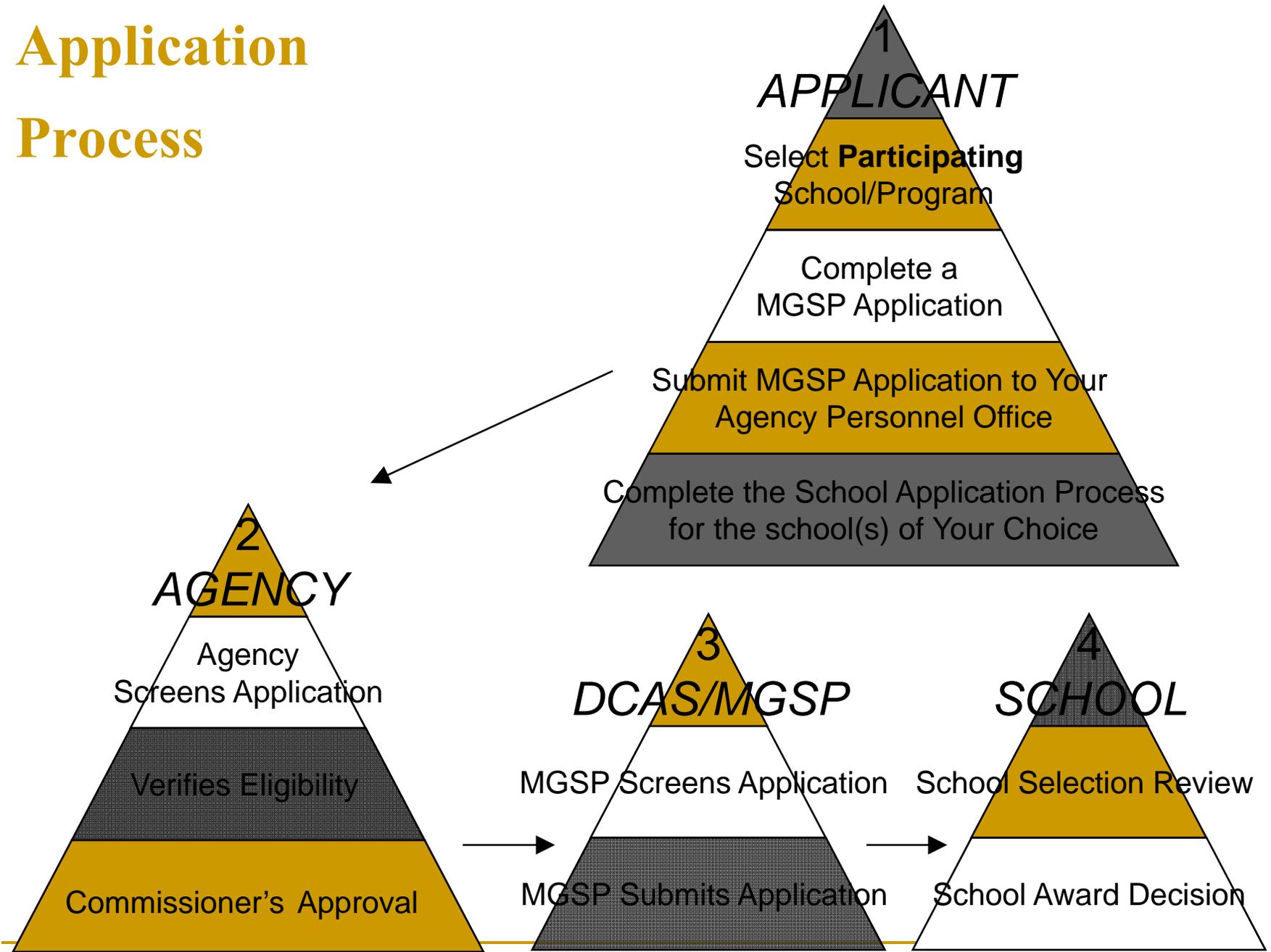
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# The Application Process

What do you need to successfully apply for a MGSP scholarship?

- The MGSP Scholarship Offering **Guide**
  - The Instruction Booklet
  - The Application (only available on the MGSP website)
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# Application Process



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# Completed Application Packet

- Complete a MGSP application with supporting documentation for **each** school/program that you apply to:
  - ❑ 3 separate essays (**all** must be in a narrative form)
  - ❑ Copy of Letter of Intent (new entrants only)
  - ❑ Copy of the school's application for new entrants only or enrollment letter (resumes, personal statements, test scores, letters of recommendation are **not** required)
  - ❑ Copy of school transcript or diploma (official transcript **not** required)
  - ❑ Confirmation that the school has received your application

**DEADLINE DATE: MONDAY, NOVEMBER 17, 2014**

**Submit to your Agency Personnel Office (Listing on MGSP website)**

(Some Agencies have earlier submission dates – contact your personnel office)

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## Confirmation of School Application

- You must submit confirmation to the MGSP office that you have applied to your participating school(s) in order for your application(s) to be forwarded to the school(s) for consideration of an award
  
  - Check the **Guide** for the required deadline dates.
    - ❑ The majority are required by March 6, 2015
    - ❑ Confirmation for several schools are required by January or February 2015
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## Applicant Follow-up

- In the beginning of January, check with your Personnel Office to determine whether your application(s) was submitted to MGSP
  - Contact the MGSP office by February if you do not receive a letter notifying you that we have received your application(s)
    - ❑ Receipt of our acknowledgement letter does not guarantee that your application will be forwarded to the school
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# Applicant Follow-up

- You may receive a call requesting information about your application, please respond promptly
  - Keep a copy of your completed application(s) at the office and home
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## Applicant Follow-up

- Contact the office if you are awarded a scholarship and fax/email a copy of your award letter
  - If you are granted more than one award, make a decision quickly so that another eligible employee can be considered for the scholarship
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# Selection Process (Competitive)

The participating school reviews your:

- MGSP application
  - MGSP Essays
  - Test scores
  - GPA
  - Leadership potential
  - Experience
  - School Application
    - must be completed at the time of the review
    - acceptance to school required
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# Award Renewal Process

- Contact school representative once you have received your award letter to determine which process you must follow:
  - ❑ Automatic renewal each year if in good academic standing
  - ❑ Renewal through the school's financial aid office

\*Pratt Institute is the only school that requires reapplication through MGSP each year

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# Program Growth

- We are working to develop partnerships with schools in the area. If you have a school and program that you would like to attend that is not currently being offered, contact our office and we will discuss the possibility of recruiting it for MGSP.
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# Contact Us

For further information on MGSP scholarship offerings,  
contact us at:

- Website: [www.nyc.gov/mgsp](http://www.nyc.gov/mgsp)
  - Email Address: [MGSP@dcas.nyc.gov](mailto:MGSP@dcas.nyc.gov)
  - Telephone number: 212-669-4163
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