

Frequently Asked Questions

Applications are submitted by email only!!

How do I apply?

For clarity on this instruction sheet we are using staffer Jaida Comice's name for instructional purposes only.

Applicants:

STEP ONE:

Your one inclusive email should include all these documents sent to:

UFapplication@dcas.nyc.gov by the stated deadline which is Friday, January 4, 2013 at 5 p.m.

1. Fill out the application on line and save as a Word document with your name in the title. (JaidaComice_application)
2. Write your one page resume and save as a Word document with your name in the title. (JaidaComice_resume)
3. Two essays are required. See application for details.
 - The 750 word personal essay should be saved with your name in the title (JaidaComice_personalessay)
 - The 1000 word policy statement should be saved with your name in the title (JaidaComice_policystatement)
4. Your unofficial transcript(s) should also be saved with your name in the title. If you are submitting transcripts from more than one institution please indicate the name of the institution on the Word document(JaidaComice_transcriptcollegename)

STEP TWO:

1. You are required to submit three letters of recommendation. (see application for details)
2. **Only letters addressed to NYC Urban Fellows will be accepted. "To whom it may concern" letters are not acceptable. In addition your recommender must include the following information in his/her letter:**
 - Letter should be on official letter head
 - Letter should include name, title, address, phone number and email address for the recommender
 - Letter must be sent to us directly from the recommender and not the candidate
 - Email from recommender must have the candidate's name in the subject line
 - It is the candidates' responsibility to make sure the recommender submits the letter on time

LETTERS THAT DO NOT COMPLY WITH THESE INSTRUCTIONS WILL BE DISQUALIFIED

3. Choose recommenders who are available and willing to email us their letter. Do not choose recommenders who are on leave, out of the country or on vacation or in any way difficult to reach.
4. Letters have to be here on time or they will disqualify your application.
5. It is the responsibility of the applicant to follow up with your recommenders to make sure the submission arrives here in time.
6. You might want to consider back up recommenders in case you have a problem with a timely response.

How do I determine if I am eligible?

Eligibility is based on the date applicants received their undergraduate degree (BA, BS). Eligible candidates must receive (d) their Bachelor's Degree between Spring 2011 and Spring 2013.

December 2010 and Summer 2013 graduates are not eligible. The Urban Fellows program is designed for recent college graduates.

Do I have to be a US citizen to apply?

Applicants do not have to be US citizens. However, applicants must be able to demonstrate their eligibility to work in the United States after graduation and for the entire fellowship period. Applicants must meet the criteria set forth by the I-9, "Employment Eligibility Verification," from the U.S. Citizenship and Immigration Services (USCIS). The Urban Fellows Program does not sponsor work visas.

Can I go to graduate school part-time or at night while serving as a NYC Urban Fellow?

Fellows are expected to commit full-time to the nine-month fellowship. Due to the intensive nature of the fellowship, Fellows may not attend graduate school. If you are already enrolled in a master's degree program, you will need to suspend studies during the duration of this fellowship. **Fellows cannot hold second jobs or participate in any other programs or fellowships while a NYC Urban Fellow.**

Can I defer my acceptance for one year?

No. Finalist must decide if they will accept the fellowship for the year or release the spot for an alternate. If eligible, a candidate can re-apply.

I received a master's degree in 2010. Am I eligible to apply for the program?

Eligibility is based on the year applicants receive (d) their Bachelor's Degree. To be eligible, the degree must be received between Spring 2010 and Spring 2012.

Can I reapply to the program and use the two essays I already submitted?

Applicants may reapply if they are still eligible, but must submit a new application and revised application materials.

Is there an age limit to apply to this program?

There is no age limit to apply to the program as long as the applicant is eligible.

How much are Fellows paid?

Fellows receive a taxable stipend of \$30,000 for the nine-month fellowship. Health insurance (not including vision or dental) is also provided by the City. Some options are free and some have additional costs taken by payroll deductions. Fellows choose the option that works best for them.

Does the City pay the Fellows' relocation and/or housing expenses?

The City does not pay for relocation and housing expenses. Fellows are expected to secure their own housing arrangements.

How many Fellows are selected each year?

25 Fellows are selected each year.

When will I be told if I am invited to interview?

Email notification to finalist occurs by mid to late February when semi-finalists are invited to confirm an interview appointment. Applicants not invited to interview will also be notified by email at that time.

When will I be notified if I have been selected as a Fellow?

Finalists who are selected to become Urban Fellow will receive an official letter through email by the early in April 2013. A small list of alternates is also notified. All semi-finalist will be notified by email at that time.

When does the fellowship year start?

The fellowship year starts on Tuesday, September 4, 2013 and ends Friday, May 9, 2014.