

# Mayor's Graduate Scholarship Program

The next filing period will begin in September 2015 for the 2016/17 scholarship year. Please visit us at [www.nyc.gov/mgsp](http://www.nyc.gov/mgsp) for general information.

## FACT SHEET

2016/17 Scholarship Year

### 1. 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.

### 2. What are the general requirements for an MGSP award?

Some schools require that an applicant be a new entrant and 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, unless stated otherwise. 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**.

### 3. 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 **MGSP Scholarship Offering Guide**.

### 4. 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).

### 5. 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.

### 6. 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; For City Employees;  
Citywide Personnel Programs

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

To qualify for MGSP, you must:

- a. Be a full-time City government employee
- b. Be actively employed by the City of New York at the time of application and while pursuing your degree
- c. Have completed an undergraduate degree by the fall 2016 semester

(OVER)

## 8. How do I apply?

To apply you must:

- (1) Select one or more participating schools/programs from the **MGSP Scholarship Offering Guide**.
- (2) Complete a MGSP application for each school of interest (*see Instruction Booklet*) and submit it to your Personnel Office (listing on the MGSP website) for approval by the deadline date (do not submit MGSP applications to the schools).
- (3) Apply directly to a participating school. The schools will only consider your MGSP application after your acceptance. Once your agency has approved your application, they will submit it to New York City Department of Citywide Services, MGSP office, where it will be screened.

You are responsible for all application fees. Along with your school application, submit a Letter of Intent requesting consideration for a MGSP scholarship.

## 9. When is the next application period?

The filing period is from September 8, 2015 through November 16, 2015. An application for MGSP will be available on our website for the 2016/17 academic year, during that time. The majority of schools require applicants to be new entrants in the fall of 2016 to be eligible for a scholarship. ***Check the MGSP Scholarship Offering Guide for details.*** The deadline for submitting the MGSP application(s) to your Agency personnel office is Monday, November 16, 2015. Personnel Office locations are available on the MGSP website or by contacting the MGSP office. Approved applications will be forwarded to the schools in the late spring of 2016.

## 10. 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 follows:

- 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 212-386-0059.

## 11. 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.

## 12. 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 a tuition reimbursement for college/job related courses.
- Internet searches may lead to other financial sources.

For further information about the MGSP, contact your Agency Personnel Office or:

Mayor's Graduate Scholarship Program  
NYC Department of Citywide Administrative Services  
One Centre Street, 24th Floor, Room 2425  
New York, New York 10007