

## **NYC Urban Fellows Instructions for Online Application**

The NYC Urban Fellows Application is an online application. Please read the following instructions carefully.

Application Due: **Friday, January 13, 2017 (submitted by 6 PM EST)**

- (1) Click the “Apply Now” link and enter your email address.
- (2) You will receive a link that will take you to the Online Application Form. If you do not meet the eligibility requirements (see eligibility section) you will not be able to proceed.
- (3) Please complete the personal applicant information and attach the following documents:
  - ✓ **Transcript:** Attach an unofficial transcript for all colleges attended, reflecting the most recent semester’s work. (If offered the Fellowship, an official transcript and proof of graduation will be required.)
  - ✓ **Resume:** Attach a one-page resume. Please be sure that this resume accurately reflects your recent work experience (paid and unpaid) and any school or community activities. Include the name of all organizations, the title of your position and the dates of participation.
  - ✓ **Two Essays** - Both essays must have your name on each page: (If you exceed the specified word limit your application will not be reviewed)
    - (1) Personal Statement:**

In an essay, not to exceed **750** words, please describe your reasons for applying to the Urban Fellows Program. We are interested in finding out what you can contribute and gain from the fellowship experience. The objective of this essay is to provide us with a better understanding of you and your interest in public service as well as how you will relate to the Urban Fellows community. You may want to draw upon past experiences in leadership, community service, team efforts, etc. that have significantly impacted your career goals. Do not recount your resume.
    - (2) Policy Recommendation:**

In an essay, not to exceed **1000** words, identify and discuss one critical policy issue that you feel strongly about. Write a policy proposal that explains why this issue is important, how it impacts the lives of New Yorkers, and how you think this policy should be implemented. Include both sides of the issue and convince us that your ideas will provide the best improvement on existing programs or policies
- (4) Please note that you can close out the application at any time. You can resume working on the application by clicking on the link you received via email. However, once you click “submit” you will no longer have access to your application.

## References:

- The application requires that you submit the names and email addresses of three recommenders.
- At least one recommender must be a current or former supervisor.
- The recommender should be able to assess your personal initiative, motivation, and suitability for a fellowship in the public sector.
- When you fill out the page of the application that asks for the contact information for your recommenders and click “next”, the system will automatically contact your recommenders with instructions for submitting your reference letter.
- If you need to change your reference person for any reason send an email to [urbanfellows@dcas.nyc.gov](mailto:urbanfellows@dcas.nyc.gov) with the name of the person you would like to change and the complete information for the new reference person.
- As we receive each letter of reference you will receive a confirmation email from us. (3 in total)
- **If you do not receive three reference confirmations, it means that we did not get all of the required letters.**

**It is the responsibility of the applicant to follow up by reaching out to his/her references to make sure they submit by the stated deadline - **Friday, January 13, 2017 – 6 PM EST****

## Confirmations:

- You will receive a total of **FIVE** email confirmations.
- The first email confirmation will be sent after you complete YOUR part of the application by filling out the application and attaching all the required documents. This first confirmation lets you know that your part is complete.
- The second, third and fourth email will serve as confirmation that your references were received.
- **Please note that these confirmations might arrive in different order if your references submit their letters before you finish your portion of the application.**
- The fifth and final email will serve as confirmation that we have received both your portion of the application and ALL three references.

Please be aware that if you have not received the final email confirmation your application is not complete and will not be reviewed. It is the responsibility of the applicant to ensure all parts of the application are received before the deadline.