



Division of Human Resources
HR School Support
Scholarship Incentives and Speech Programs
65 Court Street, Brooklyn, NY 11201

Dear Student,

Effective September 1, 2016 modifications were made to the Career Training Program (CTP). One of those changes was the mandatory matriculation into a degree bearing program after the completion of 60 credits.

Our records indicate that you have completed 60 credits, and as a result, you are required to submit a letter of matriculation, confirming matriculated status. To continue your participation in the Career Training Program, the letter of matriculation is required from your college/university. The letter must contain the following information:

- Letters must be dated and written on college/university letterhead
- Include your name, address and the number of credits completed and the number of credits required to complete the degree within your chosen field
- Letter **must** be submitted within 15 business days from the date of this email to the address indicated below:

NYC Department of Education
HR School Support
Career Training Program
65 Court Street, Room 508
Brooklyn, N.Y. 11201

Please keep in mind that matriculation letters are mandatory and this document is required to confirm your first full-time enrollment into a participating college or university. Failure to submit the letter will result in your disqualification from participation in the Career Training Program.

Thank you.

Scholarship Incentives and Speech Programs
New York City Department of Education