



## Instructions for completing the Education and Experience Appeal Form

Read these instructions carefully before completing the Education and Experience Appeal Form. You may use the New York City Transit Education and Experience Appeal Form for all New York City Transit, MaBSTOA, MTA Bus Company and MTA Bridges and Tunnels education and experience appeals.

1. Write your Social Security number, exam title and the exam number in the spaces provided at the top of the page.
2. If you were disqualified for not possessing the minimum employment qualification requirements (not enough work experience, not indicating the hours you worked per week or your dates of employment, etc...) and you believe that you meet the minimum employment qualification requirements, check the box in Section 1 and complete Section 1 in its entirety. Only include relevant employment that can be used to determine if you meet the minimum qualification requirements.
3. If you had two or more relevant jobs **and** information from these jobs is needed to determine if you meet the employment requirements (as stated in the Notice of Examination), complete an additional Education and Experience Appeal Form for each job that you had. Only use one form for each relevant job that you had. Only include jobs that can be used to determine if you meet the employment requirements. **If you do not complete all the fields, your appeal will not be properly evaluated.**
4. If you were disqualified for not submitting an evaluation of your foreign education, check the box in Section 2 and have an approved foreign education evaluation service send the evaluation of your education to 180 Livingston Street, Room 4070 Brooklyn NY 11201. Follow the instructions on the Foreign Education Fact Sheet, and refer to the Notice of Examination to see which kind of evaluation is required for this test. **In order to receive credit in the examination for your foreign education, you must have your foreign education evaluated by one of the approved services listed on the Foreign Education Fact Sheet.**
5. If you were disqualified for not having the required credits, hours, diploma or degree and you believe that you meet these educational requirements, check the box in Section 3 and complete Section 3 in its entirety. **If you do not complete all the fields, your appeal will not be properly evaluated.**
6. If you believe that we have made a mistake in the way we evaluated the information you provided us, you have two weeks (fourteen calendar days) to notify us in writing of our mistake. You may complete Section 4 of the Education and Experience Appeal Form to describe why you believe we made a mistake when rating your Education and Experience Test Paper.
7. If you were disqualified because your Education and Experience Test Paper was not legible, complete the applicable sections of the Education and Experience Appeal Form to show that you meet the minimum education and/or employment qualification requirements. **Make sure that you complete the form legibly.**