



## **INSTRUCTIONS FOR COMPLETING THE EDUCATION AND EXPERIENCE APPEAL FORM**

Please 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, MTA Bridges and Tunnels, and Staten Island Railway examination-based education and experience disqualification appeals. If you believe that we have made a mistake in the way we evaluated the qualifying information you originally provided to us, you have thirty (30) days from the date of your disqualification notice to inform us in writing (i.e., appeal). Please follow the instructions below and in your disqualification notice. A sample appeal has been included on Page 2 of these instructions.

1. Type or write your Social Security Number (SSN), your Applicant ID Number (found on your disqualification notice), the examination title and the examination number in the spaces provided towards the top of the Page 1 of the form.
2. If you were disqualified for not possessing the minimum employment qualification requirements (e.g., not indicating enough work experience, the hours you worked per week, or your dates of employment), but 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 employment qualification requirements described in the Notice of Examination (NOE). To access the NOE, please visit <https://new.mta.info/careers/notice-of-examination>.
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 (NOE), 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 minimum employment requirements. **If you do not complete all the fields, your appeal may 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 by email to [foreigned@nyct.com](mailto:foreigned@nyct.com) (quickest method) or by mail to 149 Pierrepont Street, Room 3.600, Brooklyn, NY 11201. Follow the instructions on the Foreign Education Fact Sheet, which is accessible at <https://new.mta.info/careers/mta-exams/exam-forms-instructions>, and refer to the Notice of Examination (NOE) to see which kind of evaluation is required for this examination. **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 may not be properly evaluated.**
6. You may complete Section 4 of the Education and Experience Appeal Form to further describe how we made a mistake when rating your education and experience, and/or you may use Section 4 to summarize how you believe you met all the minimum qualification requirements to compete in this examination, as described in the Notice of Examination (NOE).
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 all the minimum qualification requirements to compete in this examination. **Make sure that you complete the form either electronically or legibly by hand.**

