



New York City Transit

Do Not Write Your Name Anywhere On This Form.
Print All Required Information In Black Or Blue Ink.

Exam Title _____ **Exam Number** _ _ _ _

☐ I am appealing my disqualification for not indicating that I possess the minimum employment qualification requirements.

Address of Employer: _____

Nature of Employer's Business: _____ Number of Hours Worked per Week: _____

Dates of Employment - From: ____/____/____ To: ____/____/____ Total Time: ____/____/____ Presently Employed ☐

Describe each of your duties separately with percentages (Required for Rating).	% Time
Total Time Spent Performing These Duties =	100%

If you need more space, attach additional Education and Experience Appeal Forms. Be sure to include your social security number, the exam title and number on each attached sheet.

Use this form to submit your appeal

SECTION 2 – FOREIGN EDUCATION

- ☐ I am appealing my disqualification for not submitting an evaluation of my foreign education. I am having an evaluation of my foreign education submitted directly to MTA New York City Transit by an approved evaluation service.

SECTION 3 – EDUCATION

- ☐ I am appealing my disqualification for not possessing the required credits, hours, diploma or degree.

The diploma or degree that I possess that I need to qualify is (only check one box):

- ☐ GED ☐ High School ☐ Vocational High School ☐ Trade School
☐ Associates Degree ☐ Bachelors Degree ☐ Masters Degree
☐ I do not have a diploma or degree

Dates of attendance: From / To / Date of Graduation: /
Month Year Month Year Month Year

Name of Educational Institution: ☐ USA ☐ Foreign

Address of Institution:

Section 3A: Vocational High School/Trade School Specialty

Number of hours you completed in specialty:

Section 3B: College/University Major

Number of Credits Completed in Major: _____ Total Number of Credits Completed: _____

Title of Degree:

SECTION 4 – ERROR IN EVALUATION

If you believe that we have made a mistake in the way we evaluated the information you provided to us, you should use the box below to notify us of our mistake.

[illegible]

If you need more space, attach additional Education and Experience Appeal Forms. Be sure to include your social security number, the exam title and number on each attached sheet.