



# MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

## Open Competitive Cleaner/Maintainer's Helper

(Exam No. 3100)

Application Period: October 10-28, 2022

**YOU MUST CAREFULLY READ THIS ENTIRE DOCUMENT BEFORE APPLYING. FAILURE TO DO SO COULD RESULT IN AN INCOMPLETE APPLICATION.**

Please read this Notice of Examination IN FULL and complete the steps of the online application (via MyMTA Portal) **BEFORE** completing your Education and Experience Test Paper (via Microsoft Forms). A critical part of this application process is filling out the Education and Experience Test Paper. THIS IS IN ADDITION TO THE ACTUAL APPLICATION PROCESS AND STEPS LOCATED ON PAGE 5 OF THIS NOTICE OF EXAMINATION.

A confirmation number will appear on the same page after submitting your application (Save this number for future reference). **Please write this confirmation number down as you will need it to complete your Microsoft Forms Education and Experience Test Paper.**

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The link to go back to the Exams Application Website is:

[Exam Applications](#) (You may need to open the link twice if you get an error regarding enabling cookies):

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The link for the Education and Experience Test Paper can be found here:

[Cleaner/Maintainer's Helper Education and Experience Test Paper \(Exam No. 3100\)](#)

*\*If you submit the Education and Experience Test Paper more than once, only your first submission will be rated.*

If you do not submit your Education and Experience Exam in Microsoft Forms by midnight Eastern time on the last day of the Application Period (October 21, 2022) your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score and you will not be invited to subsequent portions of this examination.

Please make sure to provide a valid email address when prompted.

Any questions or concerns please reach out to the Examinations Unit at [examsunit@nyct.com](mailto:examsunit@nyct.com) or via phone at 347-643-7221 or 347-643-7222.

**Please Continue Reading This Entire Notice of Examination for ALL Details and Application Steps**

**Please Carefully Read the Notice of Examination**



**MaBSTOA**

*Manhattan and Bronx Surface Transit Operating Authority*

# Notice of Examination

**Cleaner/Maintainer's Helper ((Mechanic's Helper)),**

**Exam No. 3100**

**Amended Notice – October 10, 2022**

**Application Deadline:**

October 28, 2022

**Type of Test:**

Multiple-Choice Test

**Application Fee:**

\$54.00

**Test Date:** (subject to change)

Saturday, December 3, 2022 or  
Sunday, December 4, 2022

Note: Unless otherwise specified, you will be randomly scheduled to test on one of the dates indicated above.

This Notice of Examination was amended on October 10, 2022 to change the application deadline from October 21, 2022 to October 28, 2022.

Candidates are only permitted to accept a Cleaner/Maintainer's Helper position in either the MTA Bus Company or the Manhattan and Bronx Surface Transit Operating Authority (MaBSTOA). Candidates who accept a position as a Cleaner/Maintainer's Helper in one of the hiring agencies will be removed from the hiring list and cannot be considered for a Cleaner/Maintainer's Helper position in the other agency. Candidates who decline a position as a Cleaner/Maintainer's Helper in one of the hiring agencies will remain on the hiring list and can be considered for a Cleaner/Maintainer's Helper position in the other agency.

**This is NOT a New York City Transit position. This is NOT a Civil Service position.**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: October 1, 2022

## JOB DESCRIPTION

**Cleaner/Maintainer's Helpers** clean, sweep and wash buses, depots, garages, shops and other MaBSTOA/MTA Bus Company facilities; move refuse containers, pallets and other items using forklifts; and perform related work. Cleaner/Maintainer's Helpers may be temporarily assigned to perform duties of a Maintainer's Helper.

**Cleaner/Maintainer's Helper may be promoted to the title of Maintainer's Helper, in seniority order without further examination.**

**Maintainer's Helpers** assist in the maintenance, installation, inspection, testing alteration and repair of buses and electro-mechanical equipment. They clean and lubricate bus parts and equipment using forklifts, hi-los, hoists, hand-trucks and conveyors; measure tire pressure and change flat tires; check and maintain fluid levels of engine oil, batteries, radiators and washer reservoirs; fuel buses; drain waste oil; sandblast parts; operate buses and trucks; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Cleaners/Maintainer's Helpers are: working outdoors in all weather conditions; walking on slippery surfaces; reading gauges in dimly-lit areas; climbing and descending ladders; wearing goggles, gloves and face mask; using both hands to work overhead for extended periods of time; responding to audible signals (i.e. alarms, bells, horns, whistles); responding to visual signals; distinguishing colors; using manual equipment; and lifting and carrying heavy equipment.

**Special Working Conditions:** Cleaner/Maintainer's Helpers may be required to work various shifts including nights, Saturdays, Sundays and holidays.

(This brief description does not include all of the duties of this position.)

## SALARY AND BENEFITS

The current minimum salary for Cleaner/Maintainer's Helper in MaBSTOA is \$19.03 per hour for a 40-hour work week increasing to \$31.71 per hour in the sixth year of service. The current minimum salary for Cleaner/Maintainer's Helper in MTA Bus Company is \$19.03 per hour for a 40-hour work week increasing to \$31.71 per hour in the sixth year of service at the Yonkers, Eastchester, College Point, LaGuardia and Baisley Park Depots. The current minimum salary for Cleaner/Maintainer's Helper in the MTA Bus Company is \$17.32 per hour for a 40-hour work week increasing to \$28.87 per hour in the sixth year of service at the Spring Creek Depot. The current minimum salary for Cleaner/Maintainer's Helper in the MTA Bus Company is \$18.52 per hour for a 40-hour work week increasing to \$30.87 per hour in the sixth year of service at the JFK and Far Rockaway Depots. These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

## HOW TO QUALIFY

**Education and Experience Requirements:** By the **last day of the Application Period**, you must meet the following requirements:

1. Two years of full-time experience performing or assisting in the performance of inspections, installations, alterations, maintenance, testing or repairs of bus, truck, automotive or aircraft electro-mechanical components including bodies, engines, transmissions, brakes, electrical or air conditioning systems, or related components or systems; or

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**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Application Period Opened:** October 1, 2022

**HOW TO QUALIFY(Continued)**

2. Graduation from a vocation high school with a major course of study in automotive maintenance, or a closely related field; or
3. Graduation from a recognized trade school or technical school with a major course of study in automotive mechanics, or a closely related field, totaling at least 600 hours; or
4. An associate. degree or higher from an accredited college of university in automotive mechanics or a closely related field.

If you have qualifying part-time experience, it will be credited on a prorated basis.

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

**Foreign Education Fact Sheet (required only if you need credit for your foreign education for this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation, as well as instructions on how to submit this evaluation are listed in the Foreign Education Fact Sheet, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to NYC Transit's Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the Foreign Education Fact Sheet on our website.

**Note:** If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

You are responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the multiple-choice test before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your application fee will **not** be refunded, and you will **not** receive a score.

**REQUIREMENTS TO BE APPOINTED TO THE TITLE OF CLEANER/MAINTAINER'S HELPER**

**Vaccination Requirement:** As of November 14, 2021, MTA New York City Transit is requiring all new hires to be fully vaccinated against Covid-19. "Fully vaccinated" means having received both doses of a 2-dose vaccine and two weeks have elapsed since the second dose, or having received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose.

You can request a medical or religious accommodation from this requirement by forwarding your requests to [Workforce.Relations@nyct.com](mailto:Workforce.Relations@nyct.com). To contact us call, 347-643- 8209.

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**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Application Period Opened:** October 1, 2022

**REQUIREMENTS TO BE APPOINTED TO THE TITLE OF CLEANER/MAINTAINER'S HELPER (Continued)**

**Medical Requirement:** Medical guidelines have been established for the position of Cleaner/Maintainer's Helper. You will be examined to determine whether you can perform the essential functions of the position. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable such person to perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) evaluation, referral and education/treatment process required by federal law in order to be appointed to this safety-sensitive position.

**Residency:** New York City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with MaBSTOA.

**REQUIREMENTS TO BE PROMOTED TO THE TITLE OF MAINTAINER'S HELPER**

**Driver License Requirement:** If you are considered for promotion to the title of Maintainer's Helper, you must meet the requirements in "1" or "2" below at the time of promotion:

1. A Class A or Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions that would preclude the performance of the duties of this title; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class B CDL valid in the State of New York with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions.

If you qualify under "2" above, your promotion will be subject to the receipt of a Class B CDL valid in the State of New York with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions within 120 days of promotion. If you fail to obtain the Class B CDL within 120 days of your promotion, your employment will be terminated, or you will be returned to your previously held title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class A or Class B Commercial Driver License (CDL) with a passenger endorsement and no airbrake restrictions or any other disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Maintainer's Helper work.

**Commercial Motor Vehicle Driving Experience in the Military or New York National Guard:** If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Application Period Opened:** October 1, 2022

## HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to [examsunit@nyct.com](mailto:examsunit@nyct.com) during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the "Special Arrangements" section below.

## HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 4 below. Once you complete step 6, you must follow the link below in step 7, to the online Education and Experience Test Paper. You will have until midnight Eastern time on the last day of the Application Period (October 28, 2022) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in Microsoft Forms. If you do not submit your Education and Experience Test in Microsoft Forms by midnight Eastern time on the last day of the Application Period (October 28, 2022), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

### Online Applications:

If you are not an active MTA employee, apply using [www.mymta.info/exams](http://www.mymta.info/exams) by the last day of the application period (Active MTA employees can apply using the "BSC" employee portal at [www.mymta.info](http://www.mymta.info)). Note: The application system may **not** function properly with mobile devices or tablets. For best results when applying, please use the latest version of Microsoft Edge, **open a new window**, and avoid having multiple tabs open in the same window.

1. To apply, log into your existing account, or create an account if you do not yet have one.
2. Follow the steps to submit an application.
3. A confirmation number will appear on the same page after submitting your application (Save this number for future reference). Please write this confirmation number down as you will need it to complete your MS Forms Education and Experience Test Paper.

**IMPORTANT**: If you are requesting a fee waiver, proceed to Step 8, you should not complete Steps 5, 6, or 7 below. Instead, by November 21, 2022, you must submit documentation supporting your fee waiver request by mail to Cleaner/Maintainer's Helper, Exam No. 3100, MTA NYC Transit, 180 Livingston Street, Room 4070, Brooklyn, NY 11201. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request Guide, which is accessible online at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) and will be attached to this Notice of Examination during the application period.

4. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.

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## READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: October 1, 2022

## HOW TO SUBMIT AN APPLICATION (Continued)

5. A major credit card or a bank card associated with a bank account must be used when paying the application fee, and this fee will appear on your credit or bank card statement as "MTA NYCT Exam Fee." **Note:** Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
6. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

**Note:** If you have trouble paying the application fee after submitting your online application, please visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the Online Payment Tutorial.

7. Once you complete the payment, please click the following link: <https://forms.office.com/g/UBxbbikz6E>. This link will bring you to a Microsoft forms Education and Experience Test Paper that must be completed to finalize the application process. Failure to complete this document will result in being found not qualified for the examination.

**IMPORTANT:** Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

**Application Fee:** This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services ("DCAS") General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com) or mailed to the address in the "Correspondence" section below.

## ADMISSION LETTER OR NOTICE OF PROPOSED DISQUALIFICATION

An Admission Letter or a Notice of Proposed Disqualification will be mailed to you at least 10 days before the first date of the multiple-choice test. If you do not receive an Admission Letter or Notice of Proposed Disqualification at least 4 days before this date, you **must** email a request for a duplicate Admission Letter/Notice of Proposed Disqualification to [examsunit@nyct.com](mailto:examsunit@nyct.com). A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **must** keep their mailing address **up to date**. Please refer to the "Correspondence" section below for instructions on how to update your address and other contact information.

## THE TEST

You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

You will be scheduled to take the test on one of the dates listed in the above "Test Date" box. You will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the "Special Arrangements" section below.

The multiple-choice test may include questions on:

- **Tool Usage** – Knowledge of hand tools, power tools and/or multi-purpose tools and their proper usage in the automotive trade.
  - Example: *Using a screwdriver to remove a screw.*
- **Written Comprehension** – The ability to understand written sentences or paragraphs.
  - Example: *Understanding written bulletins released by MTA New York City Transit.*

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## READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: October 1, 2022

## THE TEST (Continued)

- **Meter Usage and Shop Mathematics** – Ability to utilize and read a variety of meters and perform basic shop mathematics to troubleshoot a circuit, component and/or piece of equipment.
  - Example: *Using a multimeter to determine if a fuse is blown.*
- **Basic Automotive and Mechanical Theory** – Knowledge of basic automotive and mechanical theory as they pertain to the maintenance, installation, inspection, testing alteration and repair of buses and electromechanical equipment.
  - Example: *Using proper automotive maintenance techniques to assist in the maintenance of a bus.*
- **Safety** – Knowledge of safe work practices and government safety standards, including the use of appropriate personal protective equipment. This includes the ability to use tools safely and identify hazards in the work area.
  - Example: *Using insulated tools when maintaining electrical equipment.*

## TEST ADMINISTRATION GUIDELINES

**Warning:** You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are **not** permitted. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may **not** receive your test results, your test score may be nullified, and your application fee will **not** be refunded.

**Social Distancing** and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your Admission Letter.

You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

## THE TEST RESULTS

If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: October 1, 2022



## SPECIAL ARRANGEMENTS

**Special Test Accommodations:** If you plan to request an alternate test date due to your religious observance or special testing accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which multiple-choice test is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which multiple-choice test is expected to begin.

**Make-Up Tests:** You may apply for a make-up test if you cannot take the multiple-choice test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child, or child of a domestic partner where you are an officer or employee of the City; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth related condition preventing you from taking the test

To request a make-up test, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com) or by mail to the address in the "Correspondence" section below as soon as possible

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your contact information (i.e., telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may:

1. Email us at [examsunit@nyct.com](mailto:examsunit@nyct.com) with the subject "Contact Info Update;" or
2. Mail your request to the address at the end of this section.

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address. **MTA employees must also visit the employee portal at [www.mymta.info](http://www.mymta.info) to update their contact information through the MTA Business Service Center (BSC).**

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**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: October 1, 2022

## **CORRESPONDENCE (Continued)**

All other correspondence should be sent to [examsunit@nyct.com](mailto:examsunit@nyct.com) and must include "Cleaner/Maintainer's Helper, Exam No. 3100 in the Subject. Alternatively, you can mail your correspondence to the following address:

Cleaner/Maintainer's Helper, Exam No. 3100  
MTA New York City Transit  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201

## **PENALTY FOR MISREPRESENTATION**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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MaBSTOA is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are accessible through our website at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm)

The list resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores, as described above.

NYCT/MaBSTOA/MTA Bus Co. Personnel Testing, Selection and Classifications Unit  
Title Code No. M8201

**Application Period Opened:** October 1, 2022

**SPECIAL CIRCUMSTANCES**  
**Directions for submission of requests**

**Note:** These directions are designed to assist you in completing Section 17 and 18 on the **APPLICATION FOR EXAMINATION** form and to inform you how to notify us of a **CHANGE OF ADDRESS**. You may include your religious observance or disability requests with your completed application form(s) if you provide the correct supporting documentation when you submit your application.

**(A) RELIGIOUS OBSERVANCE:**

If, because of religious belief, you cannot take the test on a Saturday or on the scheduled test date, you must request an alternate date no later than 30 days prior to the scheduled test date.

The request must include:

<ul style="list-style-type: none"> <li>• your full name</li> <li>• your social security number</li> </ul>	<ul style="list-style-type: none"> <li>• the exam number</li> <li>• the exam title</li> </ul>
<ul style="list-style-type: none"> <li>• a signed statement on letterhead from your religious leader certifying that your religious observance prohibits you from taking the test on the scheduled date.</li> </ul>	

If you are submitting your request after you applied, please mail it to **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) - SABBATH, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

**(B) DISABILITY:**

If you have a disability which will interfere with your ability to take this test without special accommodation(s) or other assistance, you must submit a written request for specific special accommodation(s) postmarked no later than 30 days prior to the test date.

The request must include:

<ul style="list-style-type: none"> <li>• your full name</li> <li>• your social security number</li> <li>• the exam number</li> </ul>	<ul style="list-style-type: none"> <li>• the exam title</li> <li>• the specific nature of your disability</li> <li>• a justification for the special accommodations</li> </ul>
<ul style="list-style-type: none"> <li>• a statement corroborating your disability by a doctor or agency authorized for this purpose.</li> </ul>	

If you are submitting your request after you applied, please mail it to **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) – SP ACCOM, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

**(C) CHANGE OF ADDRESS:**

If your mailing address changes after you file for an exam, you should send a letter stating your name, social security number, exam title, exam number, old address and new address to:

**MTA New York City Transit**  
**Attention Change of Address**  
**(Insert Exam Title and Number)**  
**180 Livingston, Room 4070**  
**Brooklyn NY 11201**



# New York City Transit

180 Livingston Street, Room 4070  
Brooklyn NY 11201

## MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER REQUEST GUIDE

### NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER REQUEST FORM

#### TO ALL APPLICANTS:

In accordance with Civil Service Law Section 50.5(b), the application fee shall be waived for any person who meets at least one of the following criteria during the month you wish to apply for an examination:

<b>A)</b> Unemployed.	<b>B)</b> Receiving Supplemental Security Income (SSI) payments.
<b>C)</b> Receiving Medicaid benefits.	<b>D)</b> Receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance.
<b>E)</b> Certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers.	<b>F)</b> Veterans Fee Waiver for U.S. Armed Forces service members who have served on full-time active duty, other than reserves and/or training.

**You must complete a separate "EXAMINATION FEE WAIVER REQUEST FORM" for each examination for which you are requesting a fee waiver.**

PRINT CLEARLY OR TYPE INFORMATION

**Name:** \_\_\_\_\_ **SS#:** \_ \_ \_ - \_ \_ - \_ \_ \_

**Exam Title:** \_\_\_\_\_ **Exam Number:** \_\_\_\_\_

I request that my application fee for the examination listed above be waived in accordance with the Section 50.5(b) of the State Civil Service Law.

#### \*\*\*\*\*AFFIRMATION\*\*\*\*\*

I have read the above-mentioned portion of Section 50.5(b) of the Civil Service Law relating to the waiver of the application fee and hereby certify that I am qualified to receive such waiver for the reason indicated below. I understand that if I falsify information concerning my current eligibility in order to obtain the application fee waiver, **I may be banned from appointment to any position within the City of New York, and may be subject to criminal prosecution. (All such violations will be referred to the Department of Investigation.)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Fee Waiver Criteria Selection: Check only the box that applies to you and for which you have acceptable documentation as described on pages 2 and 3. Complete, sign, and date this form and return it along with your documentation. At the time of applying for the above-indicated examination, I am currently...

- ☐ **A)** an individual who is unemployed.
- ☐ **B)** an individual who is receiving Supplemental Security Income (SSI) payments.
- ☐ **C)** an individual who is receiving Medicaid benefits.
- ☐ **D)** an individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance.
- ☐ **E)** a participant certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers.
- ☐ **F)** an individual who has served in the U.S. Armed Forces on full-time active duty, other than reserves and/or training.

**FOLLOW THE INSTRUCTIONS ON PAGES 2 & 3, AND SUBMIT AND SIGN THIS PAGE WITH THE CORRECT DOCUMENTATION.**



## MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER REQUEST GUIDE

### EXAMINATION FEE WAIVER SUPPORTING DOCUMENTATION REQUIREMENTS

- A) For an individual who is unemployed: Submit an “**Unemployment Insurance Benefit Payment History**” inquiry printout. This printout must include Week Ending dates that correspond with the month that you are applying for an exam. You may obtain this printout from the New York State Department of Labor by calling 1 (877) 221-1634 or online at [www.labor.state.ny.us](http://www.labor.state.ny.us). For the Department of Labor outside of New York State, you may access their website at [www.dol.gov](http://www.dol.gov) for assistance in locating this type of documentation online for the state in which you reside. If you are unemployed, but not currently receiving Unemployment Insurance Benefits, you may submit an affidavit signed by you stating that you are unemployed, and notarized by a Notary Public. Your affidavit must be dated within the application period for the exam you are applying for. For unemployment benefits received outside of New York State, you may include a copy of your unemployment check that bears your Name and SS# dated and issued for the month in which you are applying for an exam.
- B) For an individual who is receiving Supplementary Security Income (SSI) payments: Submit a “**Benefit Verification Break Down Letter**”. This printout shows the break down of your monthly payments on letterhead from a Social Security Administration Office in your state that is dated during the month for which you are applying for an exam and specifically indicates that you received SSI benefits that month. Award Letter Notifications re-issued during the month you are applying for an exam that does not include the added information in the OTHER IMPORTANT INFORMATION field that specifically states you are receiving SSI benefits that month will not be accepted. Parents who receive SSI benefits for their minor children are not eligible for a fee waiver.
- C) For an individual who is receiving Medicaid benefits or partial benefits that include Medicaid: Submit the “**MA Case/Suffix/ Individual/Summary**” printout. This printout must verify that either your eligibility for Medicaid is coded “AC” for Active, or your authorization period is currently active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Medicaid Office or call 1 (877) HRA-8411. If you applied for Medicaid benefits through a hospital or managed care program/organization, you will need to submit documentation on letterhead from that program/organization that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving Medicaid benefits that month. For Medicaid benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving Medicaid benefits, or indicates your case is active that month.

**MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER REQUEST GUIDE**

- D) For an individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families(TANF)/Family Assistance or Safety Net Assistance benefits: Submit the “**PA Case Composition-Suffix/Individual Summary**” printout. This printout must verify that either your eligibility for Public/Cash Assistance is coded “AC” for Active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. If your case has been coded “SN” for Sanctioned, or if you recently applied for benefits and your case is coded “AP” for Application, you are not eligible to receive a fee waiver. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Office or call 1 (877) HRA-8411. For TANF/Family Assistance or Safety Net Assistance benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving TANF/Family Assistance or Safety Net Assistance benefits, or indicates your case is Active that month.
- E) For a participant certified eligible for a Workforce Investment Act program through New York City’s Workforce1 Career Centers: Submit documentation on letterhead from the Department of Small Business Services that is dated during the month for which you are applying for an exam and specifically indicates that you are a participant registered with the City’s Workforce1 Career Centers for that month. You may obtain this letter only by calling the New York City Department of Small Business Services at (212) 513-6406.
- F) For an individual who has served in the U.S. Armed Forces on full-time active duty, other than reserves and/or training: Participants must have been discharged under honorable conditions from the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard or the National Guard only). The Veterans Exam Fee Waiver cannot be used retroactively for any exam for which you have already applied. Proper documentation must accompany your application. Mail a clear copy of your separation papers (Form DD214, long form) or a Statement of Service letter along with your application package. The Veterans Exam Fee Waiver is available for Promotion and Open Competitive exams. Please note that Veterans Preference Credits and the Veterans Exam Fee Waiver are two separate programs that have different purposes and criteria.

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**SUBMISSION INSTRUCTIONS**

By the deadline stated in the Notice of Examination, you must submit documentation supporting your fee waiver request by mail to MTA New York City Transit, ATTN: Fee Waiver Request for (***Insert Exam Title and Number***), 180 Livingston Street, Room 4070, Brooklyn, NY 11201.





## Personnel Testing, Selection and Classification Unit

180 Livingston Street, Room 4070

Brooklyn NY 11201

Telephone: (347) 643-7221

### FOREIGN EDUCATION FACT SHEET

- 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 on the [reverse side](#)**.
- Refer to the Notice of Examination to find out whether you need a "document-by-document" evaluation (general) or a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education.
- The cost of evaluating your foreign education is paid by the applicant.
- Your evaluation must be received no later than **8 weeks** from the last day to apply for this examination. If your evaluation is not received by this time, your foreign education will not be rated. An extension of this time limit is available if the evaluation service submits an acceptable reason in writing for the delay.
- All acceptable foreign education evaluations submitted directly by the evaluation service to the address below **will be retained in a permanent file for future reference. However, if a document by document evaluation is on file with us and you are now applying for an examination that requires a course by course evaluation to meet the education qualification(s), you will need to have an evaluation service send us a course by course evaluation. If you are having a foreign education evaluation sent to us for the first time and you are applying for multiple exams in the same month, the evaluation service that you use only needs to send us one foreign education evaluation.**
- Photocopies of foreign education evaluations received from candidates will **not** be accepted and may be returned or discarded.
- Only foreign education evaluations submitted directly to us by an approved evaluation service with a *raised seal* or an *original stamp* of the evaluation service on the evaluation will be accepted.
- If you previously had a foreign education evaluation done by one of the approved evaluation services listed on the reverse side for another purpose, we will accept your foreign education evaluation provided that it is stamped "certified duplicate original" **and** received directly from that evaluation service.

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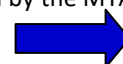
In order to obtain an official confirmation that we have received your foreign education evaluation from the service that you selected, we recommend that you have a stamped, self-addressed postcard included by the service when your evaluation is sent to us. We will return the post card to you to acknowledge that your foreign education evaluation has been received. **Due to the number of foreign education evaluations received, a delay may occur in confirming the receipt of your evaluation by telephone or in-person inquiries.**

#### Have the evaluation service include:

- Your **name** and **social security number** on the evaluation; and
- The **Exam Title** and **Examination Number** of the examination you are applying for on the envelope.
- A stamped, self-addressed stamped postcard (for confirmation of receipt of your foreign education evaluation).

#### Have the evaluation service mail or email your completed original evaluation to:

- New York City Transit  
Personnel Testing, Selection and Classification Unit  
c/o (please state the specific Exam Title and Exam Number)  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201  
Email: [foreigned@nycct.com](mailto:foreigned@nycct.com) (Evaluation services must password-protect emailed files, as instructed by the MTA)

**TURN OVER FOR THE LIST OF APPROVED FOREIGN EDUCATION EVALUATION SERVICES**

**SPECIAL CIRCUMSTANCES**  
**Directions for submission of requests**

**Note:** These directions are designed to assist you in completing Section 17 and 18 on the **APPLICATION FOR EXAMINATION** form and to inform you how to notify us of a **CHANGE OF ADDRESS**. You may include your religious observance or disability requests with your completed application form(s) if you provide the correct supporting documentation when you submit your application.

**(A) RELIGIOUS OBSERVANCE:**

If, because of religious belief, you cannot take the test on a Saturday or on the scheduled test date, you must request an alternate date no later than 30 days prior to the scheduled test date.

The request must include:

<ul style="list-style-type: none"> <li>• your full name</li> <li>• your social security number</li> </ul>	<ul style="list-style-type: none"> <li>• the exam number</li> <li>• the exam title</li> </ul>
<ul style="list-style-type: none"> <li>• a signed statement on letterhead from your religious leader certifying that your religious observance prohibits you from taking the test on the scheduled date.</li> </ul>	

If you are submitting your request after you applied, please mail it to **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) - SABBATH, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

**(B) DISABILITY:**

If you have a disability which will interfere with your ability to take this test without special accommodation(s) or other assistance, you must submit a written request for specific special accommodation(s) postmarked no later than 30 days prior to the test date.

The request must include:

<ul style="list-style-type: none"> <li>• your full name</li> <li>• your social security number</li> <li>• the exam number</li> </ul>	<ul style="list-style-type: none"> <li>• the exam title</li> <li>• the specific nature of your disability</li> <li>• a justification for the special accommodations</li> </ul>
<ul style="list-style-type: none"> <li>• a statement corroborating your disability by a doctor or agency authorized for this purpose.</li> </ul>	

If you are submitting your request after you applied, please mail it to **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) – SP ACCOM, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

**(C) CHANGE OF ADDRESS:**

If your mailing address changes after you file for an exam, you should send a letter stating your name, social security number, exam title, exam number, old address and new address to:

**MTA New York City Transit**  
**Attention Change of Address**  
**(Insert Exam Title and Number)**  
**180 Livingston, Room 4070**  
**Brooklyn NY 11201**





# New York City Transit

180 Livingston Street, Room 4070  
Brooklyn NY 11201

## MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER REQUEST GUIDE

### NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER REQUEST FORM

#### TO ALL APPLICANTS:

In accordance with Civil Service Law Section 50.5(b), the application fee shall be waived for any person who meets at least one of the following criteria during the month you wish to apply for an examination:

<b>A)</b> Unemployed.	<b>B)</b> Receiving Supplemental Security Income (SSI) payments.
<b>C)</b> Receiving Medicaid benefits.	<b>D)</b> Receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance.
<b>E)</b> Certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers.	<b>F)</b> Veterans Fee Waiver for U.S. Armed Forces service members who have served on full-time active duty, other than reserves and/or training.

**You must complete a separate "EXAMINATION FEE WAIVER REQUEST FORM" for each examination for which you are requesting a fee waiver.**

PRINT CLEARLY OR TYPE INFORMATION

**Name:** \_\_\_\_\_ **SS#:** \_ \_ \_ - \_ \_ - \_ \_ \_

**Exam Title:** \_\_\_\_\_ **Exam Number:** \_\_\_\_\_

I request that my application fee for the examination listed above be waived in accordance with the Section 50.5(b) of the State Civil Service Law.

#### \*\*\*\*\*AFFIRMATION\*\*\*\*\*

I have read the above-mentioned portion of Section 50.5(b) of the Civil Service Law relating to the waiver of the application fee and hereby certify that I am qualified to receive such waiver for the reason indicated below. I understand that if I falsify information concerning my current eligibility in order to obtain the application fee waiver, **I may be banned from appointment to any position within the City of New York, and may be subject to criminal prosecution. (All such violations will be referred to the Department of Investigation.)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Fee Waiver Criteria Selection: Check only the box that applies to you and for which you have acceptable documentation as described on pages 2 and 3. Complete, sign, and date this form and return it along with your documentation. At the time of applying for the above-indicated examination, I am currently...

- ☐ **A)** an individual who is unemployed.
- ☐ **B)** an individual who is receiving Supplemental Security Income (SSI) payments.
- ☐ **C)** an individual who is receiving Medicaid benefits.
- ☐ **D)** an individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance.
- ☐ **E)** a participant certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers.
- ☐ **F)** an individual who has served in the U.S. Armed Forces on full-time active duty, other than reserves and/or training.

**FOLLOW THE INSTRUCTIONS ON PAGES 2 & 3, AND SUBMIT AND SIGN THIS PAGE WITH THE CORRECT DOCUMENTATION.**



## MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER REQUEST GUIDE

### EXAMINATION FEE WAIVER SUPPORTING DOCUMENTATION REQUIREMENTS

- A) For an individual who is unemployed: Submit an “**Unemployment Insurance Benefit Payment History**” inquiry printout. This printout must include Week Ending dates that correspond with the month that you are applying for an exam. You may obtain this printout from the New York State Department of Labor by calling 1 (877) 221-1634 or online at [www.labor.state.ny.us](http://www.labor.state.ny.us). For the Department of Labor outside of New York State, you may access their website at [www.dol.gov](http://www.dol.gov) for assistance in locating this type of documentation online for the state in which you reside. If you are unemployed, but not currently receiving Unemployment Insurance Benefits, you may submit an affidavit signed by you stating that you are unemployed, and notarized by a Notary Public. Your affidavit must be dated within the application period for the exam you are applying for. For unemployment benefits received outside of New York State, you may include a copy of your unemployment check that bears your Name and SS# dated and issued for the month in which you are applying for an exam.
- B) For an individual who is receiving Supplementary Security Income (SSI) payments: Submit a “**Benefit Verification Break Down Letter**”. This printout shows the break down of your monthly payments on letterhead from a Social Security Administration Office in your state that is dated during the month for which you are applying for an exam and specifically indicates that you received SSI benefits that month. Award Letter Notifications re-issued during the month you are applying for an exam that does not include the added information in the OTHER IMPORTANT INFORMATION field that specifically states you are receiving SSI benefits that month will not be accepted. Parents who receive SSI benefits for their minor children are not eligible for a fee waiver.
- C) For an individual who is receiving Medicaid benefits or partial benefits that include Medicaid: Submit the “**MA Case/Suffix/ Individual/Summary**” printout. This printout must verify that either your eligibility for Medicaid is coded “AC” for Active, or your authorization period is currently active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Medicaid Office or call 1 (877) HRA-8411. If you applied for Medicaid benefits through a hospital or managed care program/organization, you will need to submit documentation on letterhead from that program/organization that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving Medicaid benefits that month. For Medicaid benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving Medicaid benefits, or indicates your case is active that month.

**MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER REQUEST GUIDE**

- D) For an individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families(TANF)/Family Assistance or Safety Net Assistance benefits: Submit the “**PA Case Composition-Suffix/Individual Summary**” printout. This printout must verify that either your eligibility for Public/Cash Assistance is coded “AC” for Active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. If your case has been coded “SN” for Sanctioned, or if you recently applied for benefits and your case is coded “AP” for Application, you are not eligible to receive a fee waiver. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Office or call 1 (877) HRA-8411. For TANF/Family Assistance or Safety Net Assistance benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving TANF/Family Assistance or Safety Net Assistance benefits, or indicates your case is Active that month.
- E) For a participant certified eligible for a Workforce Investment Act program through New York City’s Workforce1 Career Centers: Submit documentation on letterhead from the Department of Small Business Services that is dated during the month for which you are applying for an exam and specifically indicates that you are a participant registered with the City’s Workforce1 Career Centers for that month. You may obtain this letter only by calling the New York City Department of Small Business Services at (212) 513-6406.
- F) For an individual who has served in the U.S. Armed Forces on full-time active duty, other than reserves and/or training: Participants must have been discharged under honorable conditions from the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard or the National Guard only). The Veterans Exam Fee Waiver cannot be used retroactively for any exam for which you have already applied. Proper documentation must accompany your application. Mail a clear copy of your separation papers (Form DD214, long form) or a Statement of Service letter along with your application package. The Veterans Exam Fee Waiver is available for Promotion and Open Competitive exams. Please note that Veterans Preference Credits and the Veterans Exam Fee Waiver are two separate programs that have different purposes and criteria.

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**SUBMISSION INSTRUCTIONS**

By the deadline stated in the Notice of Examination, you must submit documentation supporting your fee waiver request by mail to MTA New York City Transit, ATTN: Fee Waiver Request for (***Insert Exam Title and Number***), 180 Livingston Street, Room 4070, Brooklyn, NY 11201.



## Personnel Testing, Selection and Classification Unit

180 Livingston Street, Room 4070

Brooklyn NY 11201

Telephone: (347) 643-7221

### FOREIGN EDUCATION FACT SHEET

- 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 on the [reverse side](#)**.
- Refer to the Notice of Examination to find out whether you need a "*document-by-document*" evaluation (general) or a "*course-by-course*" evaluation (which includes a "document-by-document" evaluation) of your foreign education.
- The cost of evaluating your foreign education is paid by the applicant.
- Your evaluation must be received no later than **8 weeks** from the last day to apply for this examination. If your evaluation is not received by this time, your foreign education will not be rated. An extension of this time limit is available if the evaluation service submits an acceptable reason in writing for the delay.
- All acceptable foreign education evaluations submitted directly by the evaluation service to the address below **will be retained in a permanent file for future reference. However, if a document by document evaluation is on file with us and you are now applying for an examination that requires a course by course evaluation to meet the education qualification(s), you will need to have an evaluation service send us a course by course evaluation. If you are having a foreign education evaluation sent to us for the first time and you are applying for multiple exams in the same month, the evaluation service that you use only needs to send us one foreign education evaluation.**
- Photocopies of foreign education evaluations received from candidates will **not** be accepted and may be returned or discarded.
- Only foreign education evaluations submitted directly to us by an approved evaluation service with a *raised seal* or an *original stamp* of the evaluation service on the evaluation will be accepted.
- If you previously had a foreign education evaluation done by one of the approved evaluation services listed on the reverse side for another purpose, we will accept your foreign education evaluation provided that it is stamped "*certified duplicate original*" **and** received directly from that evaluation service.

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In order to obtain an official confirmation that we have received your foreign education evaluation from the service that you selected, we recommend that you have a stamped, self-addressed postcard included by the service when your evaluation is sent to us. We will return the post card to you to acknowledge that your foreign education evaluation has been received. **Due to the number of foreign education evaluations received, a delay may occur in confirming the receipt of your evaluation by telephone or in-person inquiries.**

#### Have the evaluation service include:

- Your **name** and **social security number** on the evaluation; and
- The **Exam Title** and **Examination Number** of the examination you are applying for on the envelope.
- A stamped, self-addressed stamped postcard (for confirmation of receipt of your foreign education evaluation).

#### Have the evaluation service mail or email your completed original evaluation to:

- New York City Transit  
Personnel Testing, Selection and Classification Unit  
c/o (please state the specific Exam Title and Exam Number)  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201  
Email: [foreigned@nycct.com](mailto:foreigned@nycct.com) (Evaluation services must password-protect emailed files, as instructed by the MTA)

**TURN OVER FOR THE LIST OF APPROVED FOREIGN EDUCATION EVALUATION SERVICES**