

ACCEPTABLE PROOF OF MINIMUM QUALIFICATIONS

High School Graduation or Equivalency:

- 1) Copy of actual high school diploma or GED equivalency diploma. Individual Education Plan (IEP) Diplomas may be accepted on a case-by-case basis to determine if a substitution would be appropriate.
- 2) Copy of high school transcript that indicates date of graduation.
- 3) Letter from the high school indicating date of graduation.
- 4) Copy of college transcript indicating high school graduation (please note that the college transcript must indicate the name of the college on it—some transcripts printed from the website do not have the college on the transcript).
- 5) Copy of DD214 (Certificate of Release or Discharge from Active Duty) that indicates high school graduate or equivalent.
- 6) Copy of college diploma indicating date and possession of a Degree.
- 7) Copy of college transcript indicating date and possession of a Degree (please note that the college transcript must indicate the name of the college on it—some transcripts printed from the website do not have the college on the transcript).
- 8) Letter from the college indicating possession of a Degree and date of graduation.
- 9) Copy of Teacher's Certification, Teaching Assistant Certification, Registered Professional Nurse license, Licensed Practical Nurse license or Public Health Nurse license.
- 10) Copy of foreign diploma and/or transcript must be translated by someone other than the individual (may be a family member). Translation must indicate the possession of a degree and date of graduation. It must include an affirmation statement that the information is true under the penalties of perjury and it must be signed by the translator and notarized.

Note: A college transcript showing completion of some college courses does not prove high school graduation—it must show completion of high school on it or completion of a degree.

Associate's Degree:

If degree is not in a specific field:

- 1) Copy of college diploma from a United States college or university indicating date and possession of an Associate's Degree or higher.
- 2) Copy of a complete college transcript from a United States college or university indicating date and possession of an Associate's Degree or higher (please note that the college transcript must indicate the name of the college as well as completion of the degree).
- 3) Letter from the college indicating possession of an Associate's Degree or higher and date of graduation.
- 4) Copy of foreign diploma and/or transcript must be translated by someone other than the individual (may be a family member). Translation must indicate the possession of a degree and date of graduation. It must include an affirmation statement that the information is true under the penalties of perjury and it must be signed by the translator and notarized.

If degree is in a specific field or related field:

- 1) See above but the diploma, transcript or letter must also indicate the specific degree major. If applicant does not possess the specific major but a related field is acceptable, the transcript must be attached showing all courses so a determination can be made if the courses are deemed related.
- 2) Copy of foreign diploma and/or transcript must be translated and signed by the translator and should have an independent evaluation attached verifying the equivalency of their education to the United States education system. (We do not require an affirmation statement and notarizing.)

Bachelor's Degree:

If degree is not in a specific field:

- 1) Copy of college diploma from a United States college or university indicating date and possession of a Bachelor's Degree or higher.
- 2) Copy of a complete college transcript from a United States college or university indicating date and possession of a Bachelor's Degree or higher (please note that the college transcript must indicate the name of the college as well as completion of the degree).
- 3) Letter from the college indicating possession of a Bachelor's Degree or higher and date of graduation.
- 4) Copy of foreign diploma and/or transcript must be translated by someone other than the individual (may be a family member). Translation must indicate the possession of a degree and date of graduation. It must include an affirmation statement that the information is true under the penalties of perjury and it must be signed by the translator and notarized.

If degree is in a specific field or related field:

- 1) See above but the diploma, transcript or letter must also indicate the specific degree major. If applicant does not possess the specific major but a related field is acceptable, the transcript must be attached showing all courses so a determination can be made if the courses are deemed related.
- 2) Copy of foreign diploma and/or transcript must be translated and signed by the translator and should have an independent evaluation attached verifying the equivalency of their education to the United States education system. (We do not require an affirmation statement and notarizing.)

Master's Degree:

If degree is not in a specific field:

- 1) Copy of college diploma from a United States college or university indicating date and possession of a Master's Degree or higher.
- 2) Copy of a complete college transcript from a United States college or university indicating date and possession of a Master's Degree or higher (please note that the college transcript must indicate the name of the college as well as completion of the degree).
- 3) Letter from the college indicating possession of a Master's Degree or higher and date of graduation.
- 4) Copy of foreign diploma and/or transcript must be translated by someone other than the individual (may be a family member). Translation must indicate the possession of a degree and date of graduation. It must include an affirmation statement that the information is true under the penalties of perjury and it must be signed by the translator and notarized.

If degree is in a specific field or related field:

- 1) See above but the diploma, transcript or letter must also indicate the specific degree major. If applicant does not possess the specific major but a related field is acceptable, the transcript must be attached showing all courses so a determination can be made if the courses are deemed related.
- 2) Copy of foreign diploma and/or transcript must be translated and signed by the translator and should have an independent evaluation attached verifying the equivalency of their education to the United States education system. (We do not require an affirmation statement and notarizing.)