

Sample Letter Requesting Equivalency Determination

Applicant Name - Equivalency Determination Request (Position Title and Job Posting Number)

I believe that my degree, course work, and years of experience are equivalent to the minimum qualifications for the (Position Title).

Please consider my academic preparation, professional experience, and ..., as listed below and as shared on my unofficial transcripts and/or Foreign Degree Transfer, and Resume or CV.

Minimum Qualifications	Education & Professional Experience Equivalency
<p>1. Have a master's degree in ... OR Bachelor's in any of the above AND Master's in ...; OR, hold a California Community College Instructor's Credential in the discipline area; OR, the equivalent.*</p>	<p><u>EDUCATION:</u></p> <p>List title of degrees earned (with completed or conferred date printed on transcript)</p> <p>Applicable coursework, training, and certifications</p> <p><u>EXPERIENCE:</u></p> <p>List professional experience with dates, related to the discipline</p> <p><u>PUBLICATIONS:</u></p> <p>List publications and related information, related to the discipline</p> <p><u>ETC.:</u></p> <p>List other evidence and information related to your request for equivalency review.</p>