

Proof of Education Requirements

Last Updated on 3/1/22

- City of Sacramento positions may contain an educational component in the Experience and Education section of the job announcement. In such instances, applicants must indicate and attest to possessing, or that they will possess, the required education at the time of appointment in the application supplemental questions(s). Applicants are required to submit documents that demonstrate that they have met the educational component at the time of appointment. Please review the job announcement for specific requirements.
- It is the applicant's responsibility to provide acceptable proof of education listed on the job announcement at the time of appointment.
- Acceptable proof of education includes any of the following:
 - Transcripts: Copy of official or unofficial transcripts, which must list the student's name and educational institution's name; to be considered proof of degree, the transcripts must also include the degree awarded/conferred date and field of study. Classes for which no credit was awarded or that are in progress will not be counted towards a minimum qualification requirement, unless specifically stated in the job announcement.
 - Degree/Diploma: Copy of the required degree certificate, which must list the student's name, educational institution's name, graduation date, and field of study.
 - Degree Verification Letter: Degree Verification Letter from the Registrar's Office of the awarding educational institution, which must include the student's name, educational institution's name, graduation date, and field of study.
- For minimum qualifications that require units in a specific area or specific coursework, an applicant must submit transcripts.
- Proof of education for possession of a high school diploma or G.E.D. equivalent is not required, although applicants may be required to attest during the application process to possessing a high school diploma or G.E.D. equivalent.
- For the purpose of meeting an educational component, the City of Sacramento recognizes education awarded by institutions that are accredited by a nationally recognized accreditor. Please see the U.S. Department of Education's database of accredited institutions and programs: <https://www.ed.gov/accreditation>.
- Applicants who possess, or will possess, a degree or coursework from an educational institution that is not accredited by a nationally recognized accreditor must submit both acceptable proof of education (i.e. Transcripts, Degree/Diploma, Degree Verification Letter) and one of the following:
 - Written statement from an accredited U.S. college or university that states that the applicant's educational background is qualified for entrance to a program of graduate studies in which one of the fields of study stated in the minimum qualifications is required for entrance to that program.

- Evaluation of the applicant's degree or coursework by a private organization that provides foreign credential evaluation services, which must include a comparison of comparable U.S. courses for content, credit, and grade.
- It is the applicant's responsibility to provide an accurate English translation of all foreign-language documents that demonstrate to the City of Sacramento's satisfaction that the applicant meets the specific requirements listed on the job announcement.
- Please see the National Association of Credential Evaluation Services' list of private organizations that evaluate non-U.S. studies: <https://www.naces.org/members>. The list is for informational purposes only. The City of Sacramento does not endorse any particular service.