

# Didn't Get In?

## Consider Appealing Your Admissions Decision

The appeals process is different for every university. Be sure to follow the instructions provided by the university. These instructions should tell you the appeal deadline, how to submit an appeal (online, fax, or by mail), and what documents are required (such as an appeal cover sheet, transcripts, and appeal letter/statement). Look for this information in your admission letter/ email or on the university's admissions website.

### **What to include in an appeal letter or statement:**

- Schools are looking for new and compelling information
  - o new awards, honors, or scholarships, volunteer work, employment or other related experience
  - o changes in health or living situation that could impact academics
  - o clarification of missing information or mistakes in your application
  - o a reason you are "place bound" or unable to move away to go to college
- Indicate if there is a trend of improvement
- Indicate GPA in the last 20-30 units and/or major if outstanding

### **Important things to note:**

- The chance of an admissions decision being overturned is rare, but does happen.
- You must have met minimum eligibility requirements and cannot appeal if you have not done so.
- Before submitting your appeal, review your submitted application to check for any possible mistakes.
- Contact the university to ask them why you were not admitted. Some universities are unable to provide the specific reason but you can try asking for more information to ensure that you address the right issues in your appeal.
- **Make sure that you have new and compelling information to share, do not just reiterate what you already said in your application materials.**
- Some universities do not allow you to submit additional materials with your request. **If other documents are allowed**, you may want to send items such as:
  - o A short note from each instructor indicating performance this semester, 2-3 letters of recommendation from instructors (some institutions will not consider any letters of recommendation), or other documentation that supports your new and compelling information (doctor's records to prove illness, etc.)
- Most universities have appeal deadlines; be sure to submit your appeal on time.
- All items submitted will not be returned (send copies rather than originals).

Cuesta College Transfer/Career Center

805-546-3162



# Sample Appeal Letter

April 2, 2019

Transfer Appeals Committee  
University Name  
Address

Dear Transfer Appeals Committee,

*Introduction* – I learned on (*date*) that I was denied transfer admission to (*university name*) for (*term*). I respectfully request the Transfer Appeals Committee to reevaluate my application based on the new information provided in this letter.

*Paragraphs 1-3* – Write about new information and the circumstances surrounding the situation (review the Didn't Get In? Consider Appealing Your Admission Decisions handout for more information). Be sure to describe any of the following if they apply to you:

- 1) how the exceptional achievements/extracurricular activities qualify you for admissions to the university
- 2) how a hardship prevented you from performing well academically
- 3) if the university is your only option (list all reasons why)

*Conclusion* – Reinforcing why you will be a great addition at university, what you will bring with you to contribute to the campus, and why you will succeed in college (based on your experience from the new information you just described).

Sincerely,

Student Name  
Application # or Student ID # (for the university)  
Address  
Email  
Phone #