

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
 - new volunteer work, employment or other related experience
 - improved GPA in recent semester
 - new awards, honors, or scholarships
 - changes in health or living situation that could impact academics
 - clarification of missing information or mistakes in your application
- Indicate if there is a trend of improvement
- Indicate GPA in the last 20-30 units and/or major if outstanding

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:

- A short note from each instructor indicating performance this semester so far
- 2-3 letters of recommendation from instructors (some institutions will not consider any letters of recommendation)
- Any other documentation that supports your new and compelling information (such as doctor's records to prove illness, etc.)

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. Make sure that the information you submitted indicates that you will satisfy admission requirements.
- 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.
- 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).

LOS MEDANOS
COLLEGE

Transfer & Career Services

**Have additional questions? Contact LMC Transfer & Career Services
925-473-7444 | ranicetti@losmedanos.edu | Student Services SS4-439**

Sample Appeal Letter

April 10, 2015

Transfer Appeals Committee

University Name

Address

City, State Zip

Dear Appeals Committee,

Introduction – I learned on date that I was denied transfer admission to university name for Fall 2016. I respectfully request the Transfer Appeals Committee to reevaluate my application based on the new information provided in this letter.

Paragraphs 1-3 – New information and the circumstances surrounding the situation; be sure to describe: 1) how the exceptional achievements/extracurricular activities qualify you for admissions to the university; or 2) how the hardship prevented you from performing well academically.

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 #