

# Official Appeal of Denial Form for Freshmen: Office of Undergraduate Admissions

**Note: The submission of appeal information does not guarantee approval of the appeal.**

APPEAL TYPE: Please select ONE OPTION below.

\_\_\_\_ A. Appeal based on new transcripts and/or new test scores.

\_\_\_\_ B. Appeal based on compelling circumstances or issues which affected grades and/or test scores.

Name: \_\_\_\_\_  
(first) (middle) (last)

Panther ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ / \_\_\_\_\_ E-mail \_\_\_\_\_

## REQUIRED DOCUMENTS:

### **If you selected Appeal OPTION A:**

1. Official Appeal Form
2. Official, updated sealed transcript and/or official, updated test scores from SAT and/or ACT, which must be sent electronically from Collegeboard or ACT and provide paper copy for appeal.

### **If you selected Appeal OPTION B:**

1. Official Appeal Form
2. Submission of a typed, well-written letter or essay, to explain and justify the appeal.
3. Submission of documentation to support circumstances mentioned in the essay (doctor's note, death certificate, disability disclosure, etc).

### **The following guidelines must be met, in order to be considered:**

- State your case completely, including relevant facts and presenting your argument clearly and concisely.
- Transfer applicants should submit high school transcript(s) and test scores (SAT and/or/ACT).
- Appeals are processed only with the documents sent upon delivery; submit all documentation together.

**Please Note: Reviews will begin on March 30<sup>th</sup> and be on-going.** Appeals are reviewed in the order which they arrive. Decision letters are mailed after consideration and processing.

**Deadlines for Option B: Fall: July 1 Spring: November 1 Summer: April 1**

## SIGN & DATE BELOW:

*I certify that all the information provided for this appeal is true and accurate to the best of my knowledge:*

\_\_\_\_\_  
*Applicant's Signature* \_\_\_\_\_  
*Date of Signature*

**Submit all APPEAL DOCUMENTS via postal mail, e-mail or fax to:**

Office of Undergraduate Admissions; Georgia State University, P.O. Box 4009, Atlanta, GA 30302-4009

E-mail: [admissions@gsu.edu](mailto:admissions@gsu.edu); Fax: 404-413-2002

In Person: Office of Undergraduate Admissions, Sparks Hall, Suite 200

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