GEORGIA STATE UNIVERSITY
Appeal of Denial of Undergraduate Admission **Based on Academic Requirements**

The submission of appeal information does not guarantee approval of the appeal.

Date of Birth:_____

Name: _____
(first) (middle) (last)

Address: _____

_____
(city) (state) (zip code)

Daytime Phone #: ( ) _____/_____ E-mail Address: _____

REQUIREMENTS:

Narrative justification to substantiate the requested appeal of the denial must be typed and submitted on a separate sheet of paper—**hand written information will not be considered.** Please note the following guidelines:

- State your case completely, keeping to relevant facts and presenting your argument clearly and concisely.
- It is in your interest to document any claims of extenuating circumstances with official supporting materials (for example: doctors' records, death certificates, etc.).
- Transfer applicants should submit high school transcript(s) and test scores (SAT/ACT) even if these materials were not required for the original application for admission.
- All documents, including this form and the appeal letter, should be submitted together. If you submit this form and the letter only, it will be assumed that your packet is complete, and your appeal will be reviewed based only on this information.

PLEASE NOTE: Documents must be submitted by the deadline for the term for which you are appealing. Should you be unable to provide all documents which you deem necessary for your case by that deadline, your appeal will be put forward for consideration for the next term.

Deadlines: Fall: July 1 Spring: November 1 Summer: April 1

Typically, the appeals will be reviewed within two weeks after the deadline for submission. The decision letters will be mailed within two weeks after that. Please note that your decision will be available online before you receive your letter.

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

_____ _____
Applicant's Signature *Date*

RETURN TO: Office of Undergraduate Admissions
Georgia State University, P.O. Box 4009, Atlanta, GA 30302-4009
E-mail: admissions@gsu.edu Fax: 404-413-2002

or bring in person to the Office of Undergraduate Admissions, Sparks Hall, Room 200

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