

SAMPLE

Transfer Admission Appeal Letter

(Date)

Dear (University Name) Admissions Office,

My name is (Insert Full Name), I am a student at LA Pierce College and recently applied to transfer to (Name of University) as a (Name of Major) major. I unfortunately was denied admission and I am appealing for a second chance.

I believe that I have met all admission criteria, as evidenced by my transcripts (OR List other document that will prove eligibility if applicable)

(Explain any extenuating circumstances here that may have caused you to be ineligible ie- failed pre-requisites or other courses, family crisis or other problems)

- Full name
- CSU 9-digit student ID number (if known)
- Mailing address
- Phone number for messages
- Email address\* - university will email response to you.

Please find the following documentation enclosed:

EXAMPLE:

1. Transcripts from College of the Desert
2. AP Score Report
3. Letter from employer showing loss of job/income

Please contact me if you need further information of documentation.

Sincerely,

(YOUR FULL NAME)