



# LETTER OF APPEAL

## What are appeals?

When a student is denied admission, and feels they should have been admitted, a student can appeal the university's decision by writing a letter of appeal. Appeals processes and deadlines differ per appeal so do research on your particular university before applying.

## Appeals Submission Document Abstract

**A. Letter of Appeal:** This letter should be no more than one page long. It should be simple, direct, and effective. This is the appellants chance to prove that the admissions committee made a mistake on refusing admission to the applicant. It must contain convincing evidence that suggests that something has changed since the student initially applied in the fall, that they failed to properly explain a portion of their application, or that they failed to include new and compelling evidence in their initial application.

**B) Transcripts including senior year:** These are not necessary, but they particularly helpful if the appellant had really good grades in their senior year. More importantly, if the student failed to mention certain circumstances that affected their performance in school, transcripts can really help their case. Must be an official sealed transcript.

**C) Two letters of recommendation:** Should contain at least one from a teacher, preferably in the senior year. Teachers recommending the student should be in math, science, English, or History. Strategies as to whom the recommenders should be may vary from the focus of case to case. Another effective strategy is to get a recommendation from a teacher in a subject that the student struggled. Make sure that the recommendation is good before submitting it. The recommendation should be signed on the envelope.



## Tips on writing a letter of appeal

- The letter must contain **new and compelling evidence**. This can include:
  - On what grounds does the appellant think they should appeal?
  - Does the appellant work?
  - Does the appellant have any special family obligations or special circumstances?
  - Has anything important changed since the time the appellant applied?
  - How has the appellant continued to challenge themselves in their senior year?
  - Clarify important aspects of the personal statement (very important)
  - Explanations for taking low amount of AP classes (ex: limited availability, limited schedule space, etc)
  - Explanations for dip in grades (ex: extenuating circumstances, etc)
- Review your personal statement and evaluate the weaknesses present in it
- Be short and to the point. You only have one page so avoid long drawn out stories.
- Think about why the university needs you and not why you need the university.

### What *bridges*, Multicultural Resource Center, and PASS can do for you

Each appellant will be paired up with a mentor to assist them in putting together their appeals package and each mentor will write a letter of support in favor of their appellant. Due to the limited number of appellants that *bridges* can officially endorse, the appellant must fit certain criteria and are chosen on a first come, first serve basis. Appellants who are not eligible or have emailed after all spots have been filled up, will be referred to their original Recruitment and Retention Center and will assist you upon their discretion.

PASS will help all of the other students we get inquiries from and are not endorsed by *bridges*. Only students appealing to UC Berkeley are eligible under *bridges* but PASS will assist all students.

**The SOONER we receive an email the better!**

The appeals package must be submitted by April 15th  
APPELLANTS SHOULD NOT DELAY IN ACCEPTING  
ANOTHER UNIVERSITY'S ADMISSIONS

Email PASS at [ucberkeleypass@lists.berkeley.edu](mailto:ucberkeleypass@lists.berkeley.edu)

or

*bridges* at [bridgesinfo@berkeley.edu](mailto:bridgesinfo@berkeley.edu)