

**UNDERGRADUATE
ADMISSIONS APPEAL
COVER SHEET**

FOR OFFICE USE ONLY

PLACE DATE STAMP HERE

Applicant Name: _____ **TORO or CAS ID:** _____**Email:** _____ **Address:** _____**Level of Study:** First-Time, First-Year Freshman Transfer **Term:** Fall 2023 Spring 2024 Summer 2024Submit all documents in **one complete packet**. Only complete appeals will be accepted.Please review the admissions criteria for [First-Time, First-Year \(Freshmen\)](#) or [Transfers](#) before submitting the appeal.**Reason for the Appeal:** Please select the ONE reason below that best describes your request.

- Missed document deadline (transcripts, documents, or test scores)
- Missed Intent to Enroll submission deadline
- Request for re-evaluation of denied admission (new supporting documentation is required)
- Other Reason (include documentation)
- Request to submit late application for admissions: **[Click here to pay the required \\$15 processing fee.](#)**
- o Note: this fee must be paid before submitting the Undergraduate Admissions Appeal Packet to allow us to consider the late application request.

The following applies to all types of appeals:

1. Include this Admissions Appeal Coversheet.
2. On page 2 of this form, provide a brief written statement that clearly and concisely states the reason for the appeal.
3. Request official transcripts and/or test scores (AP, IB or CLEP) to be sent to the Office of Admissions electronically separate from the appeal. Include the confirmation request(s) with the appeal.
4. Include all supporting documentation with your appeal, (e.g., proof of mailing/submissions of requested information, medical//legal documentation), if applicable.
5. Letters of Recommendation will not be considered.
6. Only one appeal may be submitted per semester, appeal decisions are final.
7. Documents submitted as part of the appeal will not be returned to the applicant.
8. Appeal decision will be emailed within two weeks of submission and will be reflected on your Campus Account at My.CSUDH.edu.

Submit your complete **Admissions Appeal Packet** to the Admissions Appeal Dropbox by clicking on the following link:
[Admissions Appeal Dropbox](#)

My signature certifies that the information I have provided is accurate and complete. I further certify that all documents submitted in support of this application are authentic and unaltered records that pertain to me. I understand that if my appeal is approved, I am still responsible for meeting deadlines and other obligations that pertain to the desired admission term. I also understand that an appeal is only considered once, and the decision rendered is final. I acknowledge that, regardless of the reason, I may not submit another appeal for the same academic term. I certify that I have read the Admissions Appeal information on the CSUDH website and have submitted a complete packet.

Applicant Signature: _____ Phone: (_____) _____ Date: _____

Provide below a brief written statement that clearly and concisely states the reason for the appeal.

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Reviewed By: _____	Date: _____	Current Status: _____
Appeal Type: _____	Appeal Status: Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Student Group(s): _____	Holds: _____	Evaluated By: _____
Appeal Action: ADMT: _____	DENY: _____	Date: _____
Comments: _____		

How to Submit Your Documents to Dropbox

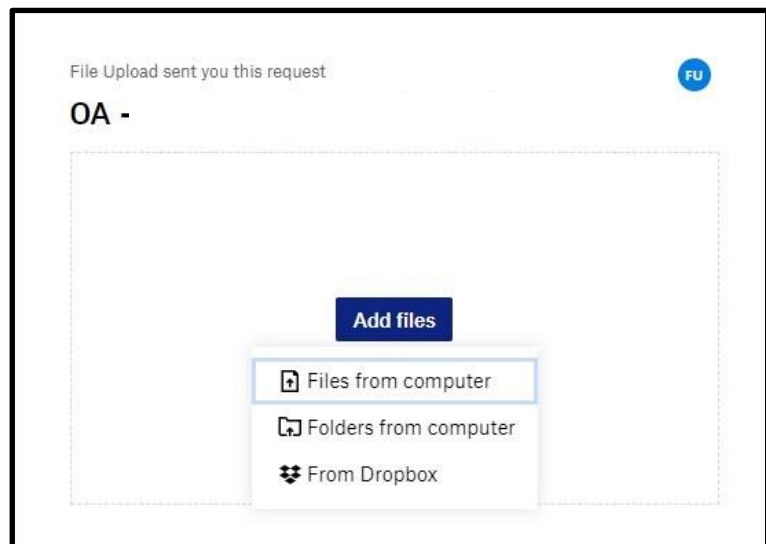
What You Will Need:

*Adobe Acrobat Reader DC – If you do not have it go to www.adobe.com *This is a free program

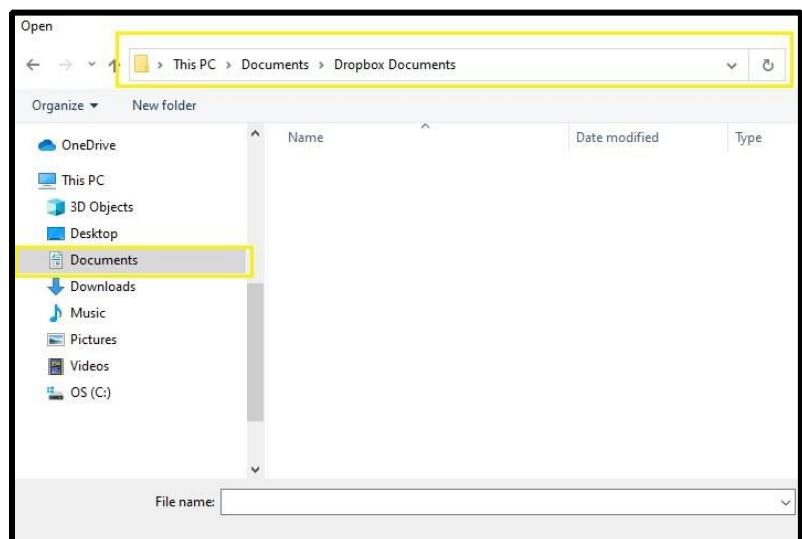
Required:

- Download the Form requested.
- Complete the selected form and e-sign.
- Save your completed form using your Initials and CSUDH ID ex. AB123456789 If you are submitting, multiple documents after your CSUDH ID add Doc1, Doc2 Ex: AB123456789 Doc1; AB123456789 Doc2 and so on.
- Exercise caution when using public computers or free Wi-Fi – Save file(s) to a flash drive or other safe device.
- Submit completed form along with your attachments (if applicable)
- If you have additional attachments they should be saved to your computer

1. Click the appropriate Dropbox Link based on the document you are submitting. Click the **Add Files** button and select where you would like files to be upload from.



2. Click Choose Files from their saved location and select all files for Dropbox submission



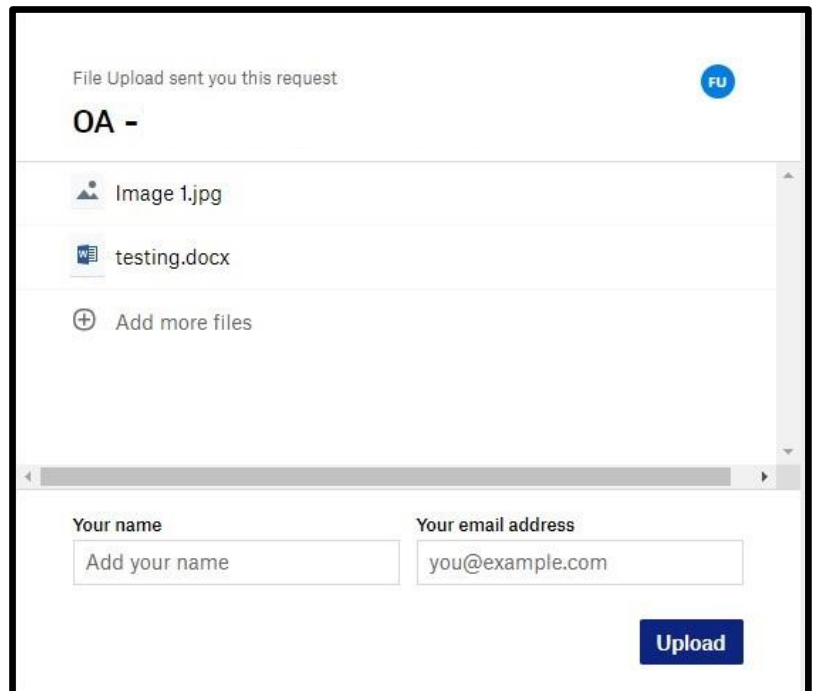
3.

Select Open

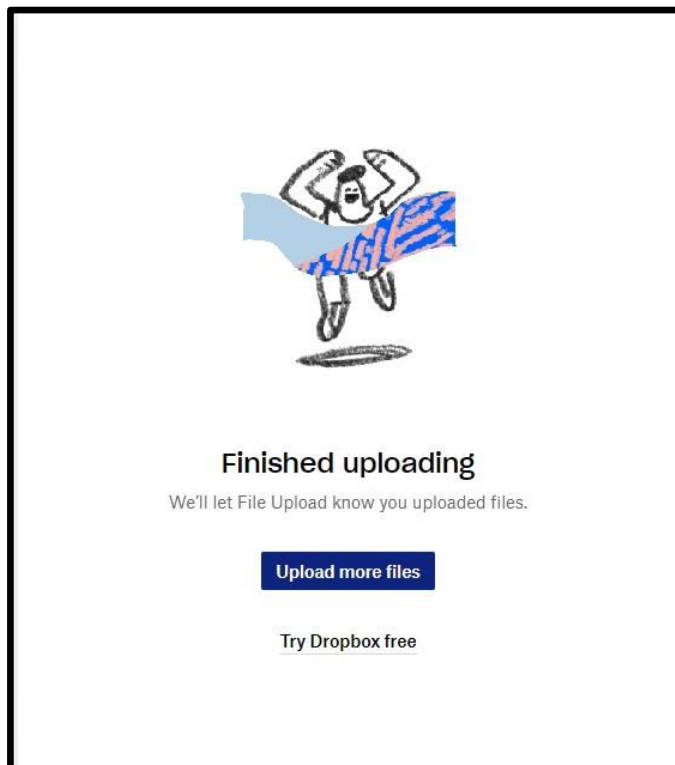


4.

Once you have selected your file(s) enter your name and email address and select **Upload**.



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5. If your files have been upload successfully you will prompted with a Finished uploading message.



-
6. You will also receive an Email confirmation from Dropbox.

