

CLA Late Change of College Application Appeals Instructions

Please read the following instructions carefully. The Admissions Appeals Committee cannot review an appeal until all required information is received in the Office of Admissions.

1 If you have not already done so, please submit the following items:

- A completed Change-of-College form
 - Official transcripts from any other post-secondary institutions where you have enrolled since you last registered at the University of Minnesota (You do not need to include transcripts from the University of Minnesota.)
 - A completed CLA Late Change of College Application Appeals Form (See reverse.)
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2 Please answer the following questions on a separate sheet of paper and submit with the items listed above. Please include name on each additional sheet.

- A** Please explain any extenuating circumstances that caused your application to be submitted late.
- B** Please indicate the admission requirements for your proposed major or college. Do you meet these requirements?
- C** Please indicate why the following options for next semester would not work for you:
- Remain at your present college and transfer after the semester.
 - Enroll in classes through the College of Continuing Education at the U of M.
- D** Letters of recommendation may be included but are not required. Please indicate if any letters will be sent separately (see reverse).
- E** Please include any additional information that is relevant to your request for a late review of your application.
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3 Please return all requested forms to:

CLA Admissions Appeals Committee
University of Minnesota
Office of Admissions
240 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213

4 Notification.

You can expect to receive a decision on your appeal within two weeks after we receive all required information. Late application appeals are considered with reference to space limitations in programs, time available to prepare documents for orientation and registration advising, and the information submitted by the applicant. If it is not possible to consider you for the term you wish, we will offer to update your application for the next available semester.

5 Questions?

You may call the Office of Admissions at 612-625-2008 or 1-800-752-1000.

**Thank you for your continuing interest in the University of Minnesota.
We will provide you with a decision as soon as possible.**



CLA Late Change of College Application Appeals Form

Name (please print)

Street address

City, state, zip

Social security number*

U of M I.D.

Date of birth (month/day/year)

Daytime phone

Email

Evening phone

Semester and year you wish to enter

Fall 20 _____

Spring 20 _____

You must submit:

- **official transcripts** from any other post-secondary institutions where you have enrolled since last registering at the U of M,
- **answers to the questions** on the other side of this application, typed on a separate sheet of paper.
Please include name on each additional sheet.

(OPTIONAL) I will submit **letters of recommendation/support** from the following person(s):

1. _____ Enclosed Mailed separately

2. _____ Enclosed Mailed separately

3. _____ Enclosed Mailed separately

I will not be submitting any letters of recommendation.

I understand that my appeal will be reviewed after the appeals form is completed, all of the questions have been addressed, and any optional letters of recommendation/support that are being sent separately have been received in the Office of Admissions.

Signature

Date



* Submission of social security number is voluntary and will be used for positive identification only. There are no consequences for not providing this information.
The University of Minnesota is an equal opportunity educator and employer.

