

International Admissions Appeal Form- Undergraduate Applicants

Appeal Process

1. Applicants are denied admission merely on the basis of their failure to meet admission requirements.
2. You have a right to appeal the initial admission decision within **15 days** of your denial notification.
3. Only applicants denied for failing to complete admission requirements may submit an Admissions Appeal Request.
4. Admissions appeals are reviewed by the International Admissions department and are approved by the Director of International Admissions and Student Services.
5. Decisions will be made before the last day of registration for the term to which you have applied.
6. The appeal decision will be sent to the on-campus email address you provide on the appeal form.

Instructions

1. Complete the **International Admissions Appeal Form** below.
2. Appeals must be based on one of the following criteria:
 - a. Credit not considered during the initial review of the application
 - b. Miscalculation of transferable college credit
 - c. Special/extenuating circumstances
3. You may attach any supporting documentation that may help with your appeal.
4. The appeal form must be submitted to the International Admissions Office at international@csusb.edu.

Please note: Incomplete appeals will automatically be denied. Only complete appeals will be reviewed.

College of Extended and Global Education
International Admissions

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
5500 University Parkway, San Bernardino, CA 92407
909-537.5288 | fax: 537.7020
[https://www.csusb.edu/international-education/
international-admissions](https://www.csusb.edu/international-education/international-admissions)

International Admissions Appeal Form- Undergraduate Applicants

Name: _____ Coyote ID: _____

Email: _____ Phone: _____

Check one of the following:

Credit not considered during the initial review of the application

Miscalculation of transferable college credit

Special/extenuating circumstances

[Reason For Appeal](#)

I understand that this appeal request does not guarantee my admission to CSUSB.

Student Signature: _____ Date: _____

[Approval Signature](#)

Appeal Decision: **Approved** **Denied**

Director of International Admissions and Student Services Signature: _____

Date: _____