

Admission Appeal Checklist

Deadlines for submitting a completed appeals packet:

- **Fall semester**
 - First-year students: July 15
 - Transfer students: Aug. 20
- **Spring semester**
 - All students: Jan. 5

Complete the checklist below, collect all of the applicable documents, and send within a single email or postal mail packet to the Office of Undergraduate Admissions and Orientation. If your academic institution or instructors prefer to send any documents directly, submit your appeal packet with as much of the following information as possible by the above deadlines, and indicate in the checklist which items are being sent separately. Materials received after the deadline will not be taken into consideration.

NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: (____) _____ EMAIL: _____

ITEM	Included in this packet	Not included in this packet; being sent directly by institution or instructor
1. A concise letter (no more than two pages) stating: <ul style="list-style-type: none"> • Why you were denied and should be reconsidered. • Why you believe you are academically qualified to attend Northern Arizona University. • Any extenuating circumstances that may not have been evident in your initial application. 		N/A
2. Updated grades or coursework information <ul style="list-style-type: none"> • High school students should send 7th- or 8th-semester transcripts. • Transfer students should send updated transcripts reflecting new coursework. <i>If you do not have substantial new information to share with the appeals committee, you may wish to consider applying for a future term instead of appealing for this term.</i>		
3. Additional test scores , if you have taken the SAT or ACT since you initially applied. If you have not taken either test, indicate this in your appeal letter and write "N/A" on this checklist.		
4. Two letters of recommendations from academic instructors , specifically addressing your academic ability and why they support your appeal to Northern Arizona University.		
5. Any other documentation that you did not share in your original application that would be added to your application.		