OFFICE OF UNDERGRADUATE ADMISSIONS  
ADMISSION DECISION APPEAL PROCESS  
WINTER TERM

The University of California, Riverside currently admits applicants who 1) meet all published deadlines, 2) satisfy the University of California eligibility requirements, and 3) meet the UC Riverside selection criteria according to the principles of Comprehensive Review, as determined by UC Riverside faculty. Every denied application has gone through an extensive review.

An appeal may be filed if, 1) a deadline is not met due to reasons outside the student’s control (e.g., medical emergency, military emergency, etc.), or 2) an applicant has new and compelling information that was not available at the time the applicant submitted the application or was not reported accurately on the application.

Instructions for submitting an appeal for missing the application filing period deadline:

1. Send a letter requesting that we consider your late application indicating specifically why you were unable to apply on-time and list your educational history including ALL schools attended from 9th grade forward. The letter must come from you (the applicant).
2. Include with the letter a copy of ALL of your transcripts and include your current work in progress.
3. Freshman applicants must include a photocopy of their Student Score Report from College Board or ACT for the highest SAT Reasoning (or ACT plus Writing equivalent) examination scores from the same sitting AND the required two appropriate SAT Subject exam scores completed by the December prior to high school graduation.
4. If your appeal is approved, you will receive written notification from our office that you have been authorized to access the on-line application.

Instructions for submitting an appeal for denial of admission

1. Send a letter requesting that we reconsider your application. The letter must come from you (the applicant) and be postmarked by November 1, or three weeks from the date of your admission decision.
2. Your letter must clearly outline your reason(s) for appealing the initial admission decision. The information you present should be new and compelling. Your letter should not simply repeat information that had already been presented on your application.
3. If the basis for your appeal involves specifics such as improved/changed grades or improved/incorrectly reported test scores, you should provide documentation (e.g., a transcript or a revised score report) in the same envelope as your letter of appeal.
4. Letters of recommendation are not required. If you wish to include such letters, the limit is two (2).

All information should be mailed in one envelope to: Appeals Review Committee, University of California, Riverside, Office of Undergraduate Admissions, 3106 Student Services Building, Riverside, CA 92521

We will make every attempt to respond to you, 1) within two weeks if you are appealing a deadline (e.g., requesting to submit a late application) or, 2) by December 1, or three weeks from our receipt of your appeal documentation if you are appealing your admission decision.

Please note, however, if you are appealing your admission decision, additional information may be required (e.g., final high school transcript) which could prevent us from making a decision by December 1. We encourage applicants to consider all of their educational options. We will notify you as soon as possible if additional information is required.

All appeals are reviewed and given equal consideration.