



UIW Appeal Undergraduate Process

University of the Incarnate Word – Office of Admissions
4301 Broadway, San Antonio, Texas 78209
(210) 829-6005 or 800-749-9673
FAX (210) 829-3921

ADMISSION DECISION APPEAL PROCESS

Applicants denied first-time admission to the University may appeal the decision by completing the appeal process. Appeals will be reviewed by appropriate administrators that may include the Director of Admissions, Dean of Student Success, the University Provost and/or the department chair.

Admission Decision Appeal Process

The following items are required when you submit the appeal:

- Complete the bottom of this form.
- Submit any new information (updated GPA, increased class ranking, letters of recommendation, new SAT/ACT scores) that may support your appeal.
- Attach a typed letter indicating the circumstances to be considered in reviewing your appeal.
- Submit this completed form, letter of appeal, and any new relevant information to the Office of Admissions. All documents should be mailed, or emailed to the Director of Admissions, Jessica De La Rosa (jsdelaro@uiwtx.edu) or hand-delivered in one packet.
- Upon receipt of information, appeal will be reviewed within 10 days, and you will be notified in writing of the final decision.

Student Name: _____

Last 4 of SSN: _____

DOB: _____

Address: _____

City: _____

State: _____ Zip: _____

Preferred Phone Number: _____

Email: _____

Term of Application: _____

Student Signature: _____ Date: _____