



The
University
Of
Sheffield.

Student
Services
Department.

Admissions Service
9 Northumberland Road
Sheffield S10 2TT
UNITED KINGDOM
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ADMISSIONS APPEALS FORM

This form is for the submission of appeals relating to admissions to the University of Sheffield. Before completing this form, please refer to our Appeals and Complaints Procedure for Applicants, which is available via <http://www.shef.ac.uk/undergraduate/policies> or <http://www.shef.ac.uk/postgraduate/info>. Your appeal should be submitted to the **Admissions Service, Student Services Department, The University of Sheffield, 9 Northumberland Road, Sheffield, S10 2TT, UNITED KINGDOM**. You will be informed of the outcome of your appeal in due course. Please note that appeals will only be considered on the grounds that relevant information has not been appropriately considered, or that the correct procedures have not been followed.

Section 1 – Personal Information

This section is for the personal/contact details of the person making the appeal.

Title		Forename/Given name(s)			
Surname/Family name					
Address					
				Postcode	
Telephone number				Email address	

Section 2 – Application Information

This section is for the details of the application related to the appeal. If the person making the appeal is not the same as the applicant, please note that we will not be able to process the appeal without written evidence of the full consent of the applicant concerned.

Title		Forename/Given name(s)			
Surname/Family name				Date of birth	
ID/Application number				Choice number	
Course title				Course code	

I am the applicant concerned in this appeal

I am not the applicant concerned in this appeal, but I have their written consent, and this is enclosed with this form

Section 3 – Grounds for Appeal

I wish to make a formal appeal on the grounds of:

I am concerned that the University did not take account of all the information on my application form

I am concerned that the University did not properly consider my application

Section 4 – Details of Appeal

Please provide details of your case. You can use additional sheets if necessary.

Section 5 – Desired Resolution

Please inform us how you would like the University to resolve your appeal.

Section 6 – Enclosures

Please provide details of all the documents enclosed in support of your appeal.

Section 7 – Previous Action

If you have already taken action to attempt to resolve the matter informally, please give details below.

Section 8 – Declaration

I believe that the above information is accurate. I confirm that details of this appeal can be passed on to the relevant members of University staff for comment and consideration.

Signed..... Date.....