



The  
University  
Of  
Sheffield.

## Admissions Service.

Admissions Service  
Level 2, Arts Tower  
Western Bank  
Sheffield S10 2TN  
UNITED KINGDOM  
Tel: +44 (0)114 222 8030  
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[shefapply@sheffield.ac.uk](mailto:shefapply@sheffield.ac.uk)

### ADMISSIONS APPEALS AND COMPLAINTS FORM

This form is for the submission of appeals or complaints 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 [www.sheffield.ac.uk/undergraduate/policies](http://www.sheffield.ac.uk/undergraduate/policies) or [www.sheffield.ac.uk/postgraduate/info](http://www.sheffield.ac.uk/postgraduate/info). Your appeal/complaint should be submitted to the **Admissions Service, The University of Sheffield, Level 2, Arts Tower, Western Bank, Sheffield, S10 2TN, UNITED KINGDOM**. Please note that you may not appeal against an admissions decision based on the academic judgement of University staff about your suitability for entry to a particular course.

#### Section 1 – Personal Information

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

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/complaint. If this person is not the same as the applicant, please note that we will not be able to process the case 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/complaint

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

### **Section 3 – Appeal/Complaint**

Please tick one box only

#### **I wish to make a formal appeal**

An appeal is a request for a formal review of the outcome of an admissions decision

#### **I wish to make a formal complaint**

A complaint is an expression of dissatisfaction about University and/or departmental admissions policies and procedures, or the actions, or the lack of actions, by the University or its staff

### **Section 4 – Details of Appeal/Complaint**

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/complaint.

**Section 6 – Enclosures**

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

**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/complaint can be passed on to the relevant members of University staff for comment and consideration.**

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