San Diego State University Special Consideration for Admission Process
for Applicants with Disabilities

San Diego State University offers a process for students with verified disabilities to request special consideration during the admissions process. This process is established to provide consideration about an applicant's documented disability or related circumstances which may have had an impact on one’s academic profile, grades or other factors considered in the admissions process. It is the applicant's responsibility to seek special consideration in accordance with the steps outlined below:

**Special Consideration for Admission Process:**

**Step 1:**
Apply for admission through Cal State Apply. Student must submit admission application for fall term between October 1 and November 30th. SDSU does not accept spring 2020 undergraduate applications.

**Step 2:**
Complete and submit* a Special Consideration for Admission Form (click [HERE to open form](#)) and supporting documentation to Student Ability Success Center by January 15, 2020.

Required Documentation:

- A completed Special Consideration for Admission Application form
- A personal statement
- Two letters of recommendation
- Current verification of disability
- Official high school transcript, and, if applicable, official community college transcript (must be in sealed envelope from school(s))**

Applicants who do not self-identify or meet this deadline, will be required to go through the SDSU admission ranking process. If applicant is not offered admission, they may submit a formal admission appeal to be considered for the fall term.

**Step 3:**
Student Ability Success Center review all complete applications and provide recommendation to Enrollment Services. Student Ability Success Center will notify applicants once a recommendation has been sent to Enrollment Services.

Enrollment Services makes the final decisions on all Special Consideration for Admission requests.

Submission of information for the Special Consideration for Admission process is solely for use during review for admission. If accepted to San Diego State University, you will need to complete the registration process with Student Ability Success Center.

*If using shipping service other than USPS, please use our physical address: 5700 Hardy Ave. Suite 3101, San Diego, CA 92115

**If sending a PDF version of your transcript, please send them to earos@sdsu.edu
FAQs

Personal Statement

Q: What does the personal statement need to say? Is there a prompt? Does it have to be a certain length?

A: The personal statement serves as the student’s opportunity to tell our committee what they need to know. It may include details of events that have occurred throughout the student’s life, or a specific obstacle or hardship that may have impacted their current academic standing.

While there is no length requirement, personal statements are typically 2-3 pages long, double-spaced.

Transcripts

Q: Do transfer students need to submit high school transcripts in addition to their college transcripts?

A: No, transfer students do not need to submit their high school transcripts for the Special Consideration for Admission process.

Q: My school only sends transcripts electronically, so to whom should they be sent?

A: Electronic transcripts should be sent to sascinfo@sdsu.edu or earos@sdsu.edu.

Letters of Recommendation

Q: Who can write the letters of recommendation?

A: Letters of recommendation should be written by an individual who is familiar with the student’s academic achievements, work ethic, and/or personal character. This may be a teacher, school administrator, employer, coach, or community leader.

Disability Verification

Q: Is an IEP or 504 plan acceptable as documentation of disability?

A: Typically, an IEP or a 504 plan alone is not sufficient. Students should provide original evaluations (learning disability testing/psychological reports, letters from doctors, etc.) with the
evaluator’s signature and credentials. One exception would be IEPs or 504 plans that include such evaluations, which may be sufficient.

Q: How recent does the original evaluation/documentation have to be?

A: We no longer require documentation to be on a specific timeline. However, the documentation should be recent enough to be relevant to the student’s diagnosis. We will determine the need for further documentation on a case-by-case basis.

Submission of Paperwork

Q: Do all required documents need to be submitted at the same time?

A: No. While it is helpful to have all documents submitted together, the committee understands that some documents, such as letters of recommendation and transcripts, may be sent directly from the source. Please be sure that the student’s full name is noted clearly on any documentation so that it may be filed without issue.

Q: What is the best way to submit paperwork?

A: The best way to submit paperwork is either via mail or to our office in person, especially when submitting official documents in sealed envelopes. You may choose to email materials to sascinfo@sdsu.edu, but at your own risk, as email is not 100% secure. Official transcripts should not be scanned and sent via email.

If you are sending documents via USPS please send to:
Attention: Special Consideration for Admission Committee
Student Ability Success Center
5500 Campanile Dr.
San Diego, CA 92182-4740

If you are using a different shipping service (i.e. UPS, FedEx) please send to:
Attention: Special Consideration for Admission Committee
Student Ability Success Center
5700 Hardy Ave. Suite 3101
San Diego, CA 92115

Q: What should I expect after I submit my paperwork?

A: Please allow 10-12 business days for your paperwork to be processed before receiving a confirmation email via US Mail. If your application is complete and we have all of the components, the confirmation letter will affirm that, as well as what to expect next. If your packet was incomplete, the confirmation letter will list what we have received and what we have yet to receive.