



## Enrolment Services

### Procedure for Requesting Reconsideration of an Admission Decision

This applies only to applicants to undergraduate programs in: **Agricultural & Environmental Sciences, Arts, Architecture, B.A. & Sc., Dietetics & Human Nutrition, Education, Engineering, Management, Nursing, Occupational Therapy, Physical Therapy, Science and Social Work.**

Starting on March 1, any applicant whose request for admission has been denied may submit a written request for reconsideration of the admission decision. Regardless of when they are received, requests will only be read and processed after March 1. Requests for reconsideration must be mailed (**no emails or faxes please**), to:

Director of Admissions  
Enrolment Services  
McGill University  
McLennan Library Building  
3415 McTavish St.  
Montreal, Quebec, Canada H3A 0C8

**A certified cheque or money order in the amount of \$40 payable to *McGill University* must accompany the request.**

Decisions on Special, Visiting and Exchange applications are final; therefore, requests for reconsideration are not possible. Similarly, as University Transfer applications are considered exceptionally on the basis of space available, requests for reconsideration are not possible.

Written requests must include information in support of reconsideration, such as a description of significant change in applicant's circumstances since the initial application review, correction of any missing or erroneous information in the application, information the applicant believes may have been overlooked when the original decision was made. For refusal decisions issued up to and including March 1, requests for reconsideration may be submitted any time up to and including March 31. For refusals issued from March 2 to June 5, requests for reconsideration may be submitted no later than three weeks after the date of notification of refusal up to and including June 30. In general, it is not possible for McGill to reconsider admission decisions made after June 5.

Please note that the original admission decision stands unless officially changed by the Admissions Office. Decision changes are rare and take place only when it is discovered that admission standards have been misapplied or an applicant's academic record has been misread. In the past three years, fewer than 1% of admission decisions have been changed following reconsideration. Given that the number of applications to McGill University usually far exceed the number of spaces available, competition is intense.

Review of requests for reconsideration begins in April for US and Overseas high school applicants and in June for CEGEP, Canadian and Ontario high school applicants. Should an error or omission be discovered, the application is immediately reconsidered and any change in decision is communicated to the applicant immediately. In the event that no error is found, the request for reconsideration will be denied. Denials are confirmed in writing by email.

*For any undergraduate programs not listed above, requests for reconsideration should be addressed to the Admissions Office responsible for that program.*