

GUIDELINES FOR SUBMITTING A PERSONAL STATEMENT FOR REVIEW

Personal statements are accepted by email only

Please include in your email:

- 1. Attached Word document of your essay in its final draft**
- 2. Your full name**
- 3. University to which you are applying**
- 4. The prompt or question that you are responding to**

We can only review personal statements once, unless you have made extensive changes, and then only as time permits. We give priority to personal statements that have not yet been reviewed.

If you are applying to multiple universities with similar prompts, please submit only one personal statement for review and make adjustments later to fit a specific university's prompt. We can review more than one personal statement if the content is significantly different.

Please allow up to a week for your personal statement to be reviewed. Keep in mind there are hundreds of you and only two reviewers. Please be patient. Essays are read in the order received.

Although we try our best to return your personal statement in a timely manner, **we cannot guarantee its return before your deadline.** We also reserve the right to decline services if your personal statement is submitted too close to the application deadline, if too many students are ahead of you, or if the essay is not in its final format.

The Transfer Coordinators will give feedback on content and structure of your personal statement, but cannot provide detailed grammar correction. Please utilize the Writing Center for assistance with proofreading and grammar.

College Transfer Center BE 1102 F
206.934.5469
www.seattlecentral.edu/transfercenter

Send essays to: transfercenter.central@seattlecolleges.edu