

How to Decline Admission

Because many colleges expect to receive your final admission decision by May 1st, it is crucial that you send in your acceptance notification (form that accompanies your offer letter) as soon as you have made your choice. However, accepting admission isn't the only task you have to complete. If you applied to and were accepted at other colleges, then you need to decline admission to those colleges so they can offer your spot to other students on their waiting lists.

The proper way to decline admission is to send a short letter (along with the response form). The letter should be brief, positive, and to the point. Here is a sample letter for declining college admission:

John M. Student
123 Acceptance Lane
Anytown, USA 90000

April 20, 20XX

Admissions Committee
Y University
100 College Street
Anytown, USA 70000

Dear Admissions Committee:

Thank you for your letter of April 16, 20XX, offering me admission to Y University.

I appreciate your interest in me. However, after careful consideration of my admission offers, I have decided to accept an offer from State University.

Once again, thank you for your time and consideration.

Sincerely,

(signature)

John M. Student