

## **GUIDELINES FOR SUBMITTING A PERSONAL STATEMENT FOR REVIEW TO THE COLLEGE TRANSFER CENTER**

***Essays submitted for review need to be in the final draft. This means that the essay has already been spell-checked and proofread by you, and preferably proofread by someone else as well.***

***The Transfer Coordinator will give feedback on the general flow of the essay and on whether or not you answered the questions, but cannot provide detailed grammar correction.***

***If you need help with how to begin writing the personal statement you can attend a workshop, drop by the Transfer Center for handouts, download information from our website, and/or to speak with the Transfer Coordinator for general guidelines. There are also a lot of references available online.***

1. Essays are accepted by email only. A Microsoft Word attachment is preferable, as the “track changes” tool is used for ease and speed of proofreading. Email is used to keep track of when essays are received and returned.
2. In addition to your essay attachment, please include your full name, the college to which you are applying, and the question or topic that you are responding to.
3. Generally, essays are returned to you within 2-3 business days. However, keep in mind there are hundreds of you and one reviewer. Please be patient. Essays are read in the order received.
4. DO NOT WAIT UNTIL THE LAST MINUTE. Although I try my best to return your essay back to you in a timely manner, I cannot guarantee its return before your deadline. I also reserve the right to decline services if your essay is submitted too close to the application deadline and too many students are ahead of you. Also, if it is clear that the essay is not in its final format.

College Transfer Center, Room 1102F

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