

Felony Letter

Dear INSERT NAME,

Thank you for your application to East Stroudsburg University. At this time your application is on **hold** until further information is provided. On your application you checked “yes” to the following question(s):

- Have you ever been convicted of a felony?

In addition to any missing application checklist items, all applicants who check yes on their admissions application to a felony conviction will be required to submit the following to the Office of Admissions:

1. A letter from you, the applicant, explaining the incident, which provides details on why you would like to attend East Stroudsburg University and how the conviction will not affect your success at East Stroudsburg University nor the health and safety of ESU community.
2. A completed Felony Conviction Supplement Form (enclosed).

Please note: If you have answered “yes” to the felony conviction question in error, please indicate this error on the Felony Conviction Supplement Form, and sign, date and return this form as instructed.

East Stroudsburg University is committed to ensuring that all students have equal opportunity during the admissions process. The above requested information can be sent to the below address and it is recommended this information be sent within two (2) weeks of this letter.

East Stroudsburg University
Hold Review Process
(relevant office)
200 Prospect Street
East Stroudsburg, PA 18301

Your application for admission is not considered complete until such time all requested information (including this documentation) is received by the East Stroudsburg University (relevant Office). Your application may be canceled as incomplete should this requested documentation not be received within two weeks of the request date.

If you have any questions or concerns, please contact the (relevant office contact information). Again, thank you for your application and we look forward to working with you!