PERSONAL EXPLANATION STATEMENT

You need to submit a personal explanation statement if you answered “Yes” to either of the following admission application questions:

1. “Have you ever been convicted of a criminal offense or have charges pending against you at this time?”

2. “Have you ever been dismissed, suspended or placed on probation by any other college or university for a NON-ACADEMIC reason?”

STATEMENT INSTRUCTIONS

Please fill out the form on page 2. Typewritten answers are preferred, but handwritten answers will also be accepted, if they are legible.

You may submit the completed and signed statement (see page 2) in one of three ways:

1. Email a scan or a clear picture to bettike@kent.edu

2. Hand deliver to the counter located in the Student Services Building at the Trumbull Campus

3. Mail to: Office of Admissions
   Kent State University at Trumbull
   4314 Mahoning Ave NW
   Warren, OH 44483

Your personal statement will be reviewed within about two weeks. Until then, your application will still list your personal statement as “incomplete.”
PERSONAL EXPLANATION STATEMENT FORM

Today’s Date: _________________

Full Name: ________________________________________

Date of Birth: _________________________

Social Security Number: ___________________________

Daytime Phone Number: _________________________

• Charge(s) (please list all charges):

• Date of occurrence:

• Location of offense:

• City/County/State where you were residing:

• Punishment

• Any extenuating circumstance

Signature: ________________________________________