POST-BACCALAUREATE PARALEGAL CERTIFICATE PROGRAM
APPLICATION CHECKLIST

The applicant must collect the following application materials. All of these materials must be included in the completed application packet.

DO NOT OPEN LETTERS OF RECOMMENDATION

( ) Completed Application

( ) Application Essay (500 words or less)
   Essay on why you have chose to pursue a career in the paralegal profession

( ) Two Letters of Recommendation
   Please provide two letters of recommendation from supervisors, professors, principals or other individuals who are knowledgeable about your potential for advanced study. Letters of recommendation must be forwarded with the application.

( ) Official Transcripts of all schools attended

( ) $50.00 Application Fee

( ) TOEFL (Test of English as a Foreign Language) results, if applicable

All Materials must be sent to the Office of Enrollment Management. Incomplete Application Packets WILL NOT be reviewed. The Applicant has sole responsibility for ensuring that a complete Application Packet is received by the Office of Enrollment Management.