



Professional and Continuing Education

### Paralegal Certificate Program Application – Spring 2017

<b>Date:</b>		<b>Oakland University-</b> <b>Office of Strategic Programs</b> 440E Pawley Hall Rochester, MI 48309-4401  <b>Phone:</b> (248) 370-4386 <b>Fax:</b> (248) 370-3090 <b>Email:</b> <a href="mailto:lwallace@oakland.edu">lwallace@oakland.edu</a> <b>Web:</b> <a href="http://www.oakland.edu/pace/paralegal">http://www.oakland.edu/pace/paralegal</a>
<b>Name:</b>		
<b>Address:</b>		
<b>City, State, Zip Code:</b>		
<b>Home Phone:</b>		
<b>Work Phone:</b>		
<b>Email:</b>		

#### Previous Employment (list in reverse chronological order)

1)	
<b>Name of Employer:</b>	
<b>Dates of Employment:</b>	
<b>Location:</b>	
<b>Phone Number:</b>	
<b>Last Job Title:</b>	
2)	
<b>Name of Employer:</b>	
<b>Dates of Employment:</b>	
<b>Location:</b>	
<b>Phone Number:</b>	
<b>Last Job Title:</b>	

#### Education (list in reverse chronological order)

1)	
<b>Name of Institution</b>	
<b>Dates Attended:</b>	
<b>Location:</b>	
<b>Major/Degree:</b>	
2)	
<b>Name of Institution</b>	
<b>Dates Attended:</b>	
<b>Location:</b>	
<b>Major/Degree:</b>	

Oakland University ABA Paralegal Certificate Program Application

3)	
<b>Name of Institution</b>	
<b>Dates Attended:</b>	
<b>Location:</b>	
<b>Major/Degree:</b>	

<b>Equality of Opportunity (this section is optional)</b>			
<b>Ethnic Background:</b>			
White/Caucasian/Not Hispanic		Asian	
Black/African American/Not Hispanic		Pacific Islander	
American Indian/Alaskan Native		Hispanic	
Other			
<b>Gender:</b>			
Male		Female	
<b>Date of Birth:</b>			

**Requirements for Admission to the Paralegal Certificate Program at Oakland University:**

1. Completed application
2. Sample of writing skills-one page, three paragraph autobiography.
3. Certified transcripts showing minimum of 45 semester hours of college credit.\*
4. P.W.I. (Personal Writing Inventory) for those without a 4 year degree or a 4 year degree and a GPA of 2.9 or below.

\*According to American Bar Association guidelines, a limited number of students may be admitted without meeting this requirement. See Detailed Program Information handout for more information.

<b>In the space below, please add any additional information you wish to include that is relevant to your application:</b>	
<b>Electronic Authorization:</b> BY TYPING MY FULL NAME IN THE SPACE PROVIDED, I VERIFY THAT I HAVE ANSWERED ALL QUESTIONS COMPLETELY AND TRUTHFULLY. I UNDERSTAND THAT WITHHOLDING INFORMATION REQUESTED, FALSIFICATION OF INFORMATION, OR MISREPRESENTATION OF ANY PORTION OF THIS APPLICATION MAY BE CAUSE FOR CANCELLATION OF ADMISSION, FINANCIAL AWARD OR APPOINTMENT.	
<b>Signature</b>	