Application for Admission Paralegal Program

Paralegal associate degree program or paralegal accelerated certificate program

Prior to completing this application, students must have completed LAWS 1100 and Laws 1101 with a C or better in both courses.

Full legal name ___________________________________________ ___________________________ ___________________________ ___________________________
(last) (first) (full middle) (other)

Home address __________________________________________
(street) (city) (state) (ZIP)

Phone ___________________________ Email ___________________________

Student ID ___________________________

Name on transcript (high school/college) ___________________________

Educational background:

High school or institution granting GED ___________________________________________

College (if applicable) ___________________________________________

City/state ___________________________ Year of graduation ___________________________

Gender  ☐ Male  ☐ Female

Have you ever been convicted of a felony?  ☐ Yes  ☐ No

If yes, explain ___________________________

Note: A criminal conviction may seriously impact internship and employment opportunities, however this information will not be used to determine admissions status.

Please check appropriate box for the program to which you are applying:

Paralegal

Type of degree:  ☐ associate degree program  ☐ accelerated certificate

Requires:  ☐ high school diploma/GED  ☐ bachelor’s degree

PARALEGAL PROGRAM APPLICATION FOR ADMISSION

I certify that the information contained in this application is correct to the best of my knowledge. I understand that completion and submission of this application does not guarantee admission into the program for which I am applying. Unless I notify the college in writing, I also authorize release of my name to the media if I am selected into the program.

Student’s signature ___________________________ Date ___________________________
Application for Admission Paralegal Program

There are two degree options for the Paralegal program; an Associate in Applied Science option or Accelerated Certificate option. Both options have special requirements. These requirements must be met before a student may register for LAWS 1110, Litigation. For all courses in the Paralegal program, LAWS 1100 & 1101 require a C or better.

Paralegal program admission application checklist

☐ I have completed the Paralegal program application for admission form.

Additional requirements for:

<table>
<thead>
<tr>
<th>Paralegal Associate Degree Program</th>
<th>Paralegal Accelerated Certificate Program</th>
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</thead>
<tbody>
<tr>
<td>☐ Official high school transcript or GED certificate.</td>
<td>☐ Bachelor’s degree transcript showing that the degree has been conferred from a recognized college or university.</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>☐ Official college/university transcript indicating the degree, if any, that has been conferred.</td>
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This information is required by the American Bar Association.

To obtain an official transcript, contact the previous institution and ask that the transcript be mailed directly to Metropolitan Community College; Attention: Records Office; Fort Omaha Campus, Bldg 30; PO Box 3777, Omaha, NE 68103-0777.

Completed application form should be submitted to:
Academic Associate
Dean of Business & Human Services
Metropolitan Community College
PO Box 3777
Omaha, NE 68103-0777

For office use only:

Application complete ☐
Letter sent ☐
Accepted ☐
Denied ☐

Completed the following courses
☐ LAWS 1100 The Legal Assistant
☐ LAWS 1101 Introduction to Law

Students must have completed LAWS 1100 and LAWS 1101 with a C or better.

Metropolitan Community College does not discriminate on the basis of race, color, national origin, religion, sex, marital status, age, disability or sexual orientation in admission or access to its programs and activities or in its treatment or hiring of employees.

Revised: April 2017