

**CAPITAL UNIVERSITY LAW SCHOOL
PARALEGAL PROGRAM**

**Approved by the American Bar Association
Endorsed by the Columbus Bar Association
Member, American Association for Paralegal Education**

303 E. Broad Street
Columbus, Ohio 43215-3200
(614) 236-6886; FAX: (614) 236-6958

APPLICATION FOR ADMISSION

INSTRUCTIONS:

A complete application includes: (1) a completed application form; (2) non-refundable **\$30.00** application fee; (3) personal statement of interest in the Program; (4) official undergraduate transcript(s); and (5) list of three character references. Return the completed application to: Graduate Law & Paralegal Programs Office, 303 E. Broad Street, Columbus, OH 43215.

APPLICATION

I HEREBY apply for admission to the Capital University Law School Paralegal Program. I have enclosed the non-refundable application fee of **\$30.00**.

I am applying for the ____ January evening program ____ August evening program ____ Summer day program

I. BIOGRAPHICAL INFORMATION

1. NAME (Please Print) _____
LAST FIRST MIDDLE

2. ADDRESS _____
STREET CITY STATE ZIP CODE

3. DATE OF BIRTH: _____

4. OTHER NAMES KNOWN BY: _____

5. HOME PHONE NUMBER: (_____) _____

6. WORK PHONE NUMBER: (_____) _____

7. FAX NUMBER (if appropriate): (_____) _____

8. CELL PHONE NUMBER: (_____) _____

9. E-MAIL ADDRESS: _____

10. SOCIAL SECURITY NUMBER: _____

11. Have you previously applied for admission to this Program?
Yes ____ No ____ If yes, year _____ Accepted or Denied

12. Predominant Ethnic Background (Optional)
Note: Response to this question is optional. This information is used for statistical purposes and will not adversely affect the outcome of your application.
____ African-American _____ Hispanic/Latino
____ Native American Indian Tribal Registration No. _____ _____ Caucasian-Non-Hispanic
____ Asian or Pacific Islander _____ Other

II. EDUCATIONAL BACKGROUND

1. Have you previously attended a program in paralegal education?
Yes ____ No ____ If yes, provide name of program and any degree/certificate obtained:
2. Have you ever been on probation, suspended, or dismissed from any college(s), graduate or professional school(s), or law school(s)?
Yes ____ No ____ If yes, attach a separate statement giving the name of the institution(s), action, date of action, and final disposition.

3. List chronologically all college cumulative grade point averages; indicate the point scale utilized at that institution. Include any academic honors received.

COLLEGE: (Official Transcript Required)

| Institution | Attendance | Dates of Degree | Major & Hours | Cum. Gr. Pt Average to Date |
|-------------|------------|-----------------|---------------|-----------------------------|
| | | | | |
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III. PERSONAL STATEMENT:

Please attach a brief statement describing why you want to enter this paralegal program.

IV. EMPLOYMENT HISTORY:

| Employer | Location | Nature of Position | Dates |
|----------|----------|--------------------|-------|
| | | | |
| | | | |
| | | | |

V. REFERENCES: Attach name and addresses of three persons we may contact for character references.

VI. LEGAL HISTORY:

PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS. IF YOUR ANSWER IS "Yes" TO ANY OF THESE QUESTIONS, GIVE FULL EXPLANATION (attach to application).

| | Yes | No |
|---|-----|-----|
| a. Have you ever been arrested?..... | ___ | ___ |
| b. Have you ever been discharged or requested to resign from any employment? If so, why?..... | ___ | ___ |
| c. Have you ever been suspended or expelled from any school or college? If so, why?..... | ___ | ___ |
| d. Have you ever been charged with any crime (except minor traffic violations)? If so, what was the outcome?..... | ___ | ___ |
| e. Do you have any unsatisfied judgments against you? If so, give reason(s)..... | ___ | ___ |
| f. Have you ever been charged with fraud, formally or informally? If so, what was the outcome?..... | ___ | ___ |
| g. Have you ever been a ward of any court, or declared an incompetent by any court, or committed to any institution? If so, give details..... | ___ | ___ |
| h. Have you ever had a license denied, suspended, or revoked? If so, why?..... | ___ | ___ |
| i. Have you ever been suspended or expelled, as a disciplinary measure, from any professional organization, or from public office? If so, give reason(s)..... | ___ | ___ |
| j. Have you ever had a bond canceled? If so, give reason(s)..... | ___ | ___ |

*Please describe any special circumstances in your background that would help us evaluate your application (attach to application).

I certify that all of the information given here is complete and accurate and given for the purpose of having action taken in reliance thereon. I understand that an inaccurate or incomplete application may be the basis for denial of admission, or if I am admitted in reliance on inaccurate or incomplete information, this may be the basis for dismissal. Any changes in the above responses require an amendment to the application.

(SIGNATURE OF APPLICANT)

(DATE)