

**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) 236-6885; FAX: (614) 236-6958

**APPLICATION FOR ADMISSION**

**INSTRUCTIONS:**

A complete application includes: (1) a completed application form; (2) the non-refundable \$25.00 application fee; (3) personal statement of interest in the Program; (4) an official undergraduate transcript(s); and (5) list of 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 \$25.00.

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. NAME AS LISTED IN TELEPHONE DIRECTORY:

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 so, 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.

**FOR SCHOOL USE**

**ACTION:**

**DATE:**

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

**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 two 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.**

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(SIGNATURE OF APPLICANT)

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(DATE)