

## Villanova's College of Professional Studies

### Paralegal Certificate Program

#### Admission Requirements

The following items must be submitted as part of the application process:

- Proof of Baccalaureate degree from an accredited institution
  - Note: Unofficial transcript(s) may be submitted at the time of application for review; official transcripts **for all schools attended** must be submitted upon admission prior to registration.
- Essay: Writing sample of career goals, 350 words (approximately)
  - What goals do you hope to achieve after getting your paralegal certificate?
  - What have you been doing since you were last a student?
  - If you believe your transcripts do not present an accurate picture of your academic ability, please explain.
- Resume
- \$50.00 application fee – **waiver code CPSOH**

Applications for the Paralegal Program are reviewed on a rolling basis.

#### Transfer Courses:

Students may petition for Villanova to accept a transfer course from another ABA Approved Paralegal program. All policies related to the transfer of courses are found on our website.