Villanova’s College of Professional Studies

Paralegal Certificate Program Admission Requirements

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

1. **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 your Bachelor’s Degree must be submitted upon admission prior to registration.
   - Send official transcripts to: cps.info@villanova.edu or

     College of Professional Studies
     Villanova University
     800 E. Lancaster Ave.
     Villanova, PA 19085

     *Official transcripts have the seal unbroken (if hard copy) or the electronic file sent directly from the University or College.

     *If Bachelor’s Degree obtained from an institution outside of the US, transcripts must be evaluated by World Education Services (WES) or approved entity from NACES. Please request a Full Report.

2. **Essay:** Writing sample of career goals. The length of your essay should reach 350 words. 350 words is 0.7 pages single-spaced or 1.4 pages double-spaced. Here are some examples of questions you can answer as part of your essay:
   - 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.

3. **Resume**
4. **$50.00 application fee**

   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.