

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**
 - o 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.
 - o 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:
 - o What goals do you hope to achieve after getting your paralegal certificate?
 - o What have you been doing since you were last a student?
 - o 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.