PARALEGAL STUDIES PROGRAM
APPLICATION FOR ADMISSION
AAS DEGREE PROGRAM – PROGRAM CODE PLGL.AAS

Please follow the instructions carefully. The materials shown below are necessary to process your application. Incomplete applications will not be accepted and will delay admittance into the program.

1. **DEGREE, COURSE AND GRADE REQUIREMENTS**
   You must have taken the following three courses or their equivalent: English Composition (ENGLI 1101) and Introduction to Paralegal Studies (PLGL 1100) and received a grade of “C” or better in both courses, and Business Law I (BUSLW 2211). You must have earned a minimum cumulative GPA of 2.66 in these three subjects in order to qualify for program admission. Both PLGL 1100 and BUSLW 2211 must have been completed no more than five years prior to the date of this application.

2. **PROGRAM APPLICATION and STATEMENT OF GOALS:**
   Complete the attached application in full. Enter your information directly on the form from your computer and print out the completed form. Type your Statement of Goals on a separate sheet of paper and include it with your application. Applications that are incomplete, unprofessional in appearance, or that contain grammatical or spelling errors will not be considered.

3. **PROFESSIONAL RESUME:**
   Include a current copy of a professional resume with your Program Application. The resume should reflect your education, employment history, and any other experience which demonstrates professionalism, motivation, and responsibility. For assistance in writing your resume, you may wish to contact our Career Services Center, Ext 2230, or use the following online resource: www.cod.edu/library/services/jobscollege.htm#job-resumes. Resumes with typographical or grammatical errors or that are otherwise unprofessional in appearance will not be accepted.

4. **REFERENCES:**
   Three letters of reference that are dated within six months of the date of this application are required from someone who can address your potential for success in this program, based on their knowledge of your performance in a work (either paid or volunteer) or classroom setting. Provide a copy of the Reference Letter Form to each individual furnishing a reference letter. Completed Reference Letter forms and reference letters must be submitted directly from the reference providers to the Program Coordinator in sealed envelopes.

5. **TRANSCRIPTS:**
   Include a copy of your COD transcript or degree audit showing all previous coursework completed at COD. For coursework completed at other colleges for which you are seeking course credit, provide the COD Records office with official transcripts and request the Records Office to conduct a transfer evaluation or degree audit using the form on the Records website.

6. **PERSONAL INTERVIEW:**
   Once you have assembled the items listed in #2, #3, and #5 above, mail your application packet to the Program Coordinator, Paralegal Studies, 425 Fawell Blvd., Glen Ellyn, IL 60137, references should be mailed separately by the reference provider. The Program Coordinator will contact you to schedule a personal interview to review your application, or you can contact the Program Coordinator to set up the required interview.

COD Paralegal Studies Program Application
AAS Degree

PARALEGAL STUDIES PROGRAM – AAS Degree

APPLICATION FOR ADMISSION

<table>
<thead>
<tr>
<th>Admission for term beginning:</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Add year and check term)</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td></td>
</tr>
</tbody>
</table>

APPLICATION INFORMATION
(Please include a maiden name if you have been enrolled at COD under that name).

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Maiden</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/State/Zip:</td>
<td>________________________________</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>________________________________</td>
</tr>
<tr>
<td>Work Phone:</td>
<td>________________________________</td>
</tr>
<tr>
<td>COD Student Email (<a href="mailto:lastname@dupage.edu">lastname@dupage.edu</a>):</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email-Permanent or Other:</th>
<th>________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>COD Student ID #:</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

EDUCATION
Beginning with the most current date, list all universities and colleges you attended prior to enrolling at College of DuPage.

| College or University: | ________________________________ |
|                       |                                  |
| Address:              | ________________________________ |
| Dates enrolled:       | ________________________________ |
| Major:                | ________________________________ |
| Degree Earned (if any): | ________________________________ |
AAS Degree

College or University: __________________________________________________________

Address: ____________________________________________________________________

Dates enrolled: __________________________________________________________________

Major: _______________________________________________________________________

Degree Earned (if any): __________________________

PROGRAM PREREQUISITE COURSES COMPLETED

<table>
<thead>
<tr>
<th>Course</th>
<th>Date Completed</th>
<th>Where Taken (Name of College or University)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Paralegal Studies - Plgl 1100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Law I - Buslw 2211</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Composition - English 1101</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grade Point Average for these three classes only (i.e. 2.66, 3.0, 3.33, etc.) __________

Please describe any academic honors or extracurricular activities in which you were involved.

STATEMENT OF GOALS:
Describe on a separate sheet of paper your reasons for wanting to enroll in the Paralegal Studies Program at the College of DuPage. You may include such information as your past work experience, your career aspirations, and other information that demonstrates your interest in pursuing the paralegal profession. The Statement of Goals must be at least 300 words in length, and written in complete sentences.

COD Paralegal Studies Program Application
AAS Degree

Attestation: I affirm that the information provided in this application is true and correct. I understand that College of DuPage has the right to withhold admission or revoke acceptance to the program to anyone who is found to have provided false information in this application.

Signed: ____________________    Date: ____________________

Program Note:
Completion of the program offers no guarantee of employment. Students are provided with resources and guidance for job-searching but the college cannot guarantee employment in the field. Before completing the program, students are expected to secure an internship in a law office by engaging in a self-directed search in order to participate in the required Paralegal Practicum, PLGL 2600.

Please initial below to indicate your understanding of the above Program Note.

Initials: __________

Submit all information to: Sally N. Fairbank, J.D., M.S. Ed.
Program Coordinator Faculty
Paralegal Studies Program
College of DuPage
BIC 1818
425 Fawell Blvd.
Glen Ellyn, IL 60137

____________________________________________________________

Do not write below this line.

Date Reviewed by Coordinator: _______________________

Coordinator’s Signature: _______________________________ Check box if applicant approved ☐

Date records office advised of program admission: _________________
PARALEGAL STUDIES PROGRAM
Reference Letter Form

To the Applicant for the Paralegal Studies Program:

Please fill out the top portion of this form and give it to the individuals providing your letters of reference.
Three (3) letters are required.

Name ____________________________
Last Name | First Name | Middle Initial | Previous or Other Surname(s)

Address __________________________________________________________
Number and Street

City ____________________________ State ______ Zip ______

I request a Reference Letter from the individual identified below.

Applicant’s Signature ____________________________ Date ____________

To the Individual Providing the Reference Letter:

Thank you for your willingness to write a reference letter for the applicant named above who is applying to the Paralegal Studies Program at the College of DuPage. Please fill in the information requested. For your reference letter, please use letterhead stationery with the name, address and phone number of your institution, place of employment, or other identifying information, and sign and date your letter. Your reference letter should be based on your knowledge of the applicant gained through a shared work (either paid or unpaid) or classroom experience, or a similar experience involving responsibility, professionalism, and integrity on the part of the applicant.

Name ____________________________

Address __________________________________________________________
Number and Street

City ____________________________ State ______ Zip ______ Phone ______

Email Address ______________________

In your letter, please give your personal assessment of the applicant’s ability to succeed in the paralegal program at College of DuPage. Please attach this form to your letter.

How long have you known the applicant? ____________________________

You may share my letter with applicant. (Check one) □ Yes □ No

Signature ____________________________ Date ____________

Please mail both your reference letter and this completed form to:

College of DuPage
Sally N. Fairbank, J.D.
Paralegal Studies Program Coordinator
Business and Technology Division
Room BIC 1818
425 Fawell Blvd.
Glen Ellyn, Illinois 60137
PARALEGAL STUDIES PROGRAM
Reference Letter Form

Recognize, develop and support excellence in both learning and teaching.

To the Applicant for the Paralegal Studies Program:

Please fill out the top portion of this form and give it to the individuals providing your letters of reference. Three (3) letters are required.

Name

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Previous or Other Surname(s)</th>
</tr>
</thead>
</table>

Address

<table>
<thead>
<tr>
<th>Number and Street</th>
</tr>
</thead>
</table>

City

<table>
<thead>
<tr>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

I request a Reference Letter from the individual identified below.

Applicant’s Signature

Date

To the Individual Providing the Reference Letter:

Thank you for your willingness to write a reference letter for the applicant named above who is applying to the Paralegal Studies Program at the College of DuPage. Please fill in the information requested. For your reference letter, please use letterhead stationery with the name, address and phone number of your institution, place of employment, or other identifying information, and sign and date your letter. Your reference letter should be based on your knowledge of the applicant gained through a shared work (either paid or unpaid) or classroom experience, or a similar experience involving responsibility, professionalism, and integrity on the part of the applicant.

Name

Address

<table>
<thead>
<tr>
<th>Number and Street</th>
</tr>
</thead>
</table>

City

<table>
<thead>
<tr>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Email Address

In your letter, please give your personal assessment of the applicant’s ability to succeed in the paralegal program at College of DuPage. Please attach this form to your letter.

How long have you known the applicant?

You may share my letter with applicant. (Check one)  Yes ☐  No ☐

Signature

Date

Please mail both your reference letter and this completed form to:

College of DuPage
Sally N. Fairbank, J.D.
Paralegal Studies Program Coordinator
Business and Technology Division
Room BIC 1818
425 Fawell Blvd.
Glen Ellyn, Illinois 60137
To the Applicant for the Paralegal Studies Program:

Please fill out the top portion of this form and give it to the individuals providing your letters of reference. Three (3) letters are required.

Name

Last Name                      First Name                          Middle Initial          Previous or Other Surname(s)

Address

Number and Street

City                                     State                                      Zip

I request a Reference Letter from the individual identified below.

Applicant’s Signature                  Date

To the Individual Providing the Reference Letter:

Thank you for your willingness to write a reference letter for the applicant named above who is applying to the Paralegal Studies Program at the College of DuPage. Please fill in the information requested. For your reference letter, please use letterhead stationery with the name, address and phone number of your institution, place of employment, or other identifying information, and sign and date your letter. Your reference letter should be based on your knowledge of the applicant gained through a shared work (either paid or unpaid) or classroom experience, or a similar experience involving responsibility, professionalism, and integrity on the part of the applicant.

Name

Address

Number and Street

City                                     State                                      Zip                                      Phone

Email Address _________________________

In your letter, please give your personal assessment of the applicant’s ability to succeed in the paralegal program at College of DuPage. Please attach this form to your letter.

How long have you known the applicant? __________________

You may share my letter with applicant. (Check one)  ☐ Yes  ☐ No

Signature                  Date

Please mail both your reference letter and this completed form to:

College of DuPage
Sally N. Fairbank, J.D.
Paralegal Studies Program Coordinator
Business and Technology Division
Room BIC 1818
425 Fawell Blvd.
Glen Ellyn, Illinois 60137