



Professional & Continuing Studies | Paralegal Studies Program

Dear Applicant:

Thank you for your interest in the Paralegal Studies program.

This form is a writable PDF. Type your information into the form, and print so that your information is clear and legible.

Application Process

- Step 1: Complete the following application in Acrobat Reader and print it out.
- Step 2: Request official copies of all prior college transcripts. Transcripts may be sent with your application or mailed separately to Queens College at the address below.
International students must have their transcripts translated by either WES.org or AACRAO.org.
- Step 3: Enclose the application fee of \$35 (\$60 for international students), payable by check, money order, or credit card to Queens College/PCS. This fee is non-refundable.
- Step 4: Mail your application along with your application fee to:

Queens College
Paralegal Studies Program Director, PCS
Kiely Hall, Room 111
65-30 Kissena Blvd.
Flushing, New York, 11367-1597

Upon receipt of your application, we will evaluate your eligibility. Registration is available to students whose application has been accepted. Accelerated day students must complete an orientation/interview prior to registering for classes.

Once again, thank you for your interest in the Paralegal Studies program at Queens College.

Sincerely,

Sharon Shulman, Esq.
Director
Paralegal Studies Program

Application for Paralegal Studies Program



Please note: Satisfactory fulfillment of all requirements of this program leads to a Certificate of Completion. In order to receive a Certificate of Completion, students must satisfactorily complete 12 paralegal courses, attend 80 percent of all class sessions, earn a grade of *C* or better in each required course, and achieve an overall grade-point average of *B* (3.0) by graduation. Students who withdraw from the program for three consecutive semesters must reapply for admission and be bound by the requirements in effect at the time of readmission.

Name: Mr./Ms. _____
LAST NAME FIRST NAME M.I. MAIDEN NAME

Address _____
STREET CITY STATE ZIP CODE

Home Phone (_____) _____ Cell Phone (_____) _____ Office Phone (_____) _____

Email Address _____

Date of Birth ____/____/____ Last 4 digits of your Social Security Number _____

Response to the following question is voluntary, and the information will be kept confidential. Refusal to provide this information will not subject your application to any adverse treatment.

Which category describes you best?

- White, non-Hispanic Black, non-Hispanic American Indian or Native Alaskan Hispanic Asian or Pacific Islander
 Other – please specify _____

PROGRAM INFORMATION

Which program are you applying to?

- Evening Program Weekend Program *Accelerated Day Program

Semester:

- Spring Summer Fall

I wish to attend as an international student (F-1).

*Students wishing to attend the Accelerated Day Program must be interviewed by the Program Director.

EDUCATION HISTORY

	INSTITUTION ATTENDED	DATES ATTENDED	MAJOR	DIPLOMA/DEGREE	DATE GRANTED
HIGH SCHOOL					
COLLEGE					
GRADUATE SCHOOL					
OTHER					

Have you already requested that official copies of all prior college transcripts be sent to Queens College? Yes No

All foreign transcripts must be translated by WES.org or AACRAO.org.

They may be enclosed with this application or mailed separately.

EMPLOYMENT HISTORY

ORGANIZATION	ADDRESS	POSITION	DATES EMPLOYED
DUTIES			
ORGANIZATION	ADDRESS	POSITION	DATES EMPLOYED
DUTIES			
ORGANIZATION	ADDRESS	POSITION	DATES EMPLOYED
DUTIES			

VOLUNTEER EXPERIENCE

SPECIAL HONORS AND AWARDS

REFERENCES

List two people who are familiar with your qualifications and can comment on your performance as an employee or student.

NAME _____	TITLE _____	PHONE (____) _____
ORGANIZATION _____	ADDRESS _____	
NAME _____	TITLE _____	PHONE (____) _____
ORGANIZATION _____	ADDRESS _____	

HOW DID YOU HEAR ABOUT THE PARALEGAL STUDIES PROGRAM?

- Queens College website Other website (please specify): _____
- Search engine: Google Bing Other (please specify): _____
- Newspaper or magazine (please specify): _____

PAYMENT INFORMATION

Please check how you will be paying your application fee of \$35 (\$60 for international students):

By check or money order made payable to **Queens College/PCS**

By credit card: Visa MasterCard Discover Card

Name as it appears on card: _____

Card number: _____ Expiration date: _____ / _____

APPLICANT STATEMENT

Write a statement of 200 words or more that presents your reasons for wishing to enter this program. Include any relevant information about your background, and state why you are interested in becoming a paralegal and what your employment goals are. If additional space is needed, you may attach a separate piece of paper to this application.

Please be sure to sign this application (below) and send to

Queens College
Paralegal Studies Program Director, PCS
Kiely Hall, Room 111
65-30 Kissena Boulevard
Flushing, NY 11367-1597

Signature

Date

Queens College is an Equal Opportunity/Affirmative Action institution.