

Paralegal Studies Certificate Program Application

Student Information

(Please print clearly.)

Last Name	First Name	Middle Initial	NetID or SSN
Street Address			Date of Birth (required)
City		State	Zip
Home Phone	Work Phone	E-mail	

Certificate Admission Requirements

Paralegal Studies Certificate Program

Completion of 80 quarter units or 53 semester units of college credit is required for admission to the program. Of the 80 units, at least 27 quarter/18 semester must be in at least 3 different areas of Liberal Arts (General Studies).

Please complete the certificate application form and email or fax to Janet Kelly: janet.kelly@csueastbay.edu (FAX # is (510) 885-4817). On receipt of the application form, your Paralegal “Plan” (student record) will be built for you so that you’re able to register for classes. You will receive an email which will include your NetID and activation info within 1-2 business days.

You must mail your official transcripts and statement of personal objectives (a couple paragraphs stating why you’re entering the program and what your goals are) to the Continuing Education office. **You will not be officially admitted to the program until your transcripts and statement have been received.** Upon receipt of these two items, an official letter of acceptance to the program will be mailed to you.

Degree: _____ Major: _____ College/University: _____
 Number of units completed: _____ Quarter: _____ Semester: _____

Signature _____ Date _____

Please note: By signing this application, you consent to have your NetID & activation code sent to the e-mail address provided above.

Mail transcripts and personal objectives to:

Mail: Continuing Education
 California State University, East Bay
 25800 Carlos Bee Boulevard, SA 1700
 Hayward, CA 94542-3012

Contact Information:

Dwight Dickerson, Esq.
 Program Director
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 (510) 885-2311

Janet Kelly
 Program Coordinator
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 (510) 885-2313