



# Division of Continuing Education

## *Post-Baccalaureate Certificate in Paralegal Studies Program*

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### **Admissions Information**

#### **You will need to provide:**

- A completed application form, including:
  - A completed Citizenship Information Form
  - A completed Computer Skills Survey
  - A completed Legal Regulations/Verification Form
  - 200 word writing sample outlining why you want to enter the paralegal profession
- Two professional references, mailed or emailed to the Program Manager
- Official transcript from the accredited undergraduate college or university attended to verify bachelor's degree
- \$ 50.00 non-refundable fee
- \$75 admission deposit, to be paid prior to the first day of class
- An interview with the Program Manager.

To schedule your interview, or to send in your admissions materials, please contact:

Pam Mitchell  
Manager of Legal Programs  
Division of Continuing Education, #245  
800 South Tucker Drive  
Tulsa, OK 74104-3189  
[pam-mitchell@utulsa.edu](mailto:pam-mitchell@utulsa.edu)  
(918) 631-2524  
Fax (918) 631-3064

**\*\*Financial arrangements need to be made for full payment of the program's tuition by the first day of class, through financial aid, G.I. Bill financial assistance, or other means.**

**\*\*If you are a veteran, this program has been approved for education benefits by the U.S. Department of Veterans Affairs/Oklahoma State Accrediting Agency. For further information on how to apply for educational benefits, contact the University of Tulsa School Certifying Officer:**

Cindy Watts  
[cindy-watts@utulsa.edu](mailto:cindy-watts@utulsa.edu)  
(918) 631-3985

#### **Cost:**

- **Tuition:** \$5,950.00
  - Interest-free payment plans and financial aid is available
- **Books:** \$1,900.00
  - Prices are subject to change
- **Supplies:** \$100.00
  - Final costs vary by student
- **Room and Board:** The annual rate for a University of Tulsa 1-bedroom apartment is \$10,582.00.
  - Typically, Paralegal students do not live on campus due to the non-traditional format of the program.



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### **Application for Admission**

Date: \_\_\_\_\_

**Personal Information:**

Name: \_\_\_\_\_

Last

First

Middle

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Employment History:**

Present Employer: \_\_\_\_\_

Present Position: \_\_\_\_\_

**Please list in reverse chronological order your last three employers. For each, please describe all employment experience and on the job skills you have attained.**

Firm or Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Duties: \_\_\_\_\_

Firm or Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Duties: \_\_\_\_\_

Firm or Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Duties: \_\_\_\_\_

**Educational History:**

<u>Institution</u>	<u>Dates of Attendance</u>	<u>Academic Major</u>	<u>Graduation Date</u>

**References:**

Please list below two individuals familiar with your qualifications that will complete and return the reference forms included below. You may select personal or professional references.

<u>Name and Position</u>	<u>Address</u>	<u>Phone Number</u>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The University of Tulsa Certificate in Paralegal Studies Program is approved by the American Bar Association Standing Committee on Paralegals.**

The University of Tulsa is an equal opportunity/affirmative action institution. For EEO/AA information, contact the Office of Human Resources at (918) 631-2616. For disability accommodations, contact Dr. Jane Corso at (918) 631-2315. Please visit our website from more information on the Paralegal Program and Gainful Employment. [www.utulsa.edu/academics/Continuing-Education/continuing-education-lifelong-learning](http://www.utulsa.edu/academics/Continuing-Education/continuing-education-lifelong-learning)



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## **Required Citizenship Information:**

Place of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Type of Visa (if not U.S. Citizen): \_\_\_\_\_

Race (optional):

African/Black American \_\_\_\_\_

Hispanic \_\_\_\_\_

White/Caucasian/Non-Hispanic \_\_\_\_\_

Asian or Pacific Islander \_\_\_\_\_

Native American/Eskimo \_\_\_\_\_

Other \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Computer Skills Survey:

This is a survey to provide the instructor with information about the current computer skill level of each student. Students are not required to have knowledge of the programs listed below.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE CHECK BOXES OF ALL ACCOMPLISHED SKILLS.

#### 1. WORD PROCESSING:

- Fundamentals of File Management including:**

- Name/open/save/close files
- Copy/move/delete files
- Create directories

- Format, including:**
  - Set margins and tables
  - Select font
  - Use bold and underlining
  - Use paragraph settings
  - Change line spacing

- Mail Merge**
- Create footnotes**
- Create tables**
- Check spelling/grammar**
- Use the Thesaurus**
- Create line-numbered pages**
- Move and copy text**
- Number pages**
- Create headers and footers**

#### 2. INTERNET ACCESSING:

- Use search engines, including:**
  - Advanced searches
  - Downloading
  - Bookmarks
  - Research, legal and non-legal

#### 3. SPREADSHEETS:

- Understand distinctions between cells, rows, and columns**
- Creating and using formulas**
- Total numbers in columns**
- Sort data/columns**
- Print spreadsheets**

- Create spreadsheets/workbooks**
- Format for numbers/currency/dates/etc.**
- Create headers and footers**

#### 1. DATABASE MANAGEMENT:

- Create query or pose question**
- Display results of the query**
- Sort/print results**
- Create reports**
- Enter data**
- Define elements of a database**
- Create verification/validation lists**
- Understand distinctions between "relational" and "flat file" databases**

#### 2. EMAIL:

- Use email, including:**
  - Sending/Receiving
  - Attachments
- Creating address books**

#### 3. POWERPOINT:

- Creating PowerPoint slides**
- Creating slideshows**
- Merging tables/graphs/charts**



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### **Legal Regulations/Verification Signature:**

**The following information must be supplied by all applicants to The University of Tulsa. Please return this form to:**

The University of Tulsa  
 Division of Continuing Education  
 800 South Tucker Drive  
 Tulsa, OK 74104

Have you ever been convicted of a felony?    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, include an explanation on a separate piece of paper.

Recent Federal Legislation stipulates that anyone who is required to register as a sex offender in any state or jurisdiction must notify the college he or she attends. In order to be in compliance with this legislation, are you required to register in any state as a sex offender?

Yes \_\_\_\_\_    No \_\_\_\_\_

Failure to explain an affirmative to either of these questions will not necessarily result in rejection of an applicant for admission. However, failure to answer either questions truthfully (or to disclose information honestly if you responded in the affirmative to either question) will cause the University to rescind the offer of admission, or else will subject the enrolled student to the University's student judicial process, possibly resulting in dismissal from the University.

**I certify that to the best of my knowledge, all statements submitted by me on my admission application and this form are correct, complete, and my own. I am aware that, if I enroll at The University of Tulsa, all portions of my application will become part of my permanent record. I understand that failure to provide accurate and complete information can result in cancellation of the application, and/or revocation of admission and enrollment. I also understand my obligation to inform the University if information or circumstances indicated on my admission application or this form should change.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ SSN#: \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_