



# Division of Continuing Education

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

### **Confidential Reference Form:**

**The below-listed individual has asked that you write a statement concerning their aptitude for the University of Tulsa Certificate in Paralegal Studies Program. Under the provisions of the Education Right and Privacy Act of 1974, they must be granted access to all papers on file unless this right has been waived. If they have waived access to your statement by signing below, you can be assured that your statement will remain confidential to the extent allowed by law.**

#### **For Applicant Only:**

Name of Applicant: \_\_\_\_\_  
Last First Middle

Address of Applicant: \_\_\_\_\_

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

I freely choose to waive now and hereafter the right of access to this statement. It is to remain entirely confidential.

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

#### **Appraisal of the Above Applicant:**

Your name: \_\_\_\_\_

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

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

Relationship to Applicant: \_\_\_\_\_

Duration of Relationship: \_\_\_\_\_

We appreciate your assistance in helping us form the best possible judgment of the applicant. We would value your appraisal with regard to as many of the following criteria as possible.



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

Please return completed form to:

Pam Mitchell  
Manager of Legal Programs  
The University of Tulsa  
Division of Continuing Education, Rm. #245  
800 South Tucker Drive  
Tulsa, OK 74104-3189

Fax: (918) 631-3064

If you have any questions or concerns, please contact Program Manager Pam Mitchell at (918) 631-2524,  
or at [pam-mitchell@utulsa.edu](mailto:pam-mitchell@utulsa.edu).

**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)