

Admission Requirements

To qualify for admission, you must have a bachelor's degree or an associate of arts or science degree from an accredited post-secondary institution. An associate of applied science degree, or an occupational or vocational degree does not satisfy the educational requirements. If you completed your undergraduate education at an institution where English was not the primary medium of instruction, you must achieve a minimum total TOEFL score of 80 iBT, with a minimum Writing sub-score of 24 and Speaking sub-score of 26.

Application Procedures

You must apply for candidacy by mailing the Paralegal Application for Candidacy and nonrefundable \$125 application fee to the UCI Continuing Education Student Services Office. You must also submit official college transcripts verifying you meet the admission requirements. Transcripts from a college of university outside of the U.S. must be translated and evaluated. Please contact the Paralegal Program office to obtain the list of approved evaluation services. Additionally, if you completed your undergraduate education at an institution where English was not the primary medium of instruction, you must include with your transcripts a TOEFL score report reflecting a minimum total score of 80 iBT, with a minimum Writing sub-score of 24 and Speaking sub-score of 26.

Evening and Online students: Application for Candidacy and official college transcripts must be submitted prior to completing your third course in the program.

Compressed Schedule students: Application for Candidacy must be submitted prior to deadlines noted on the program website. Official college transcripts must be submitted no later than the first week of the program.

Program Acceptance

You will be notified by mail of your acceptance into the program after completing all of the steps in the application process and meeting all of the requirements.

Certificate Candidacy

Students who want to obtain a paralegal certificate must apply for and receive official acceptance into the program.

Open Enrollment

Whether you are an experienced paralegal updating your skills or student seeking single courses, you may take as many individual evening and online courses as you wish without enrolling in the full certificate program. A certificate is not awarded to open-enrollment students.

APPLICATION FOR CANDIDACY EVENING AND ONLINE FORMAT

Admission to the Evening and Online program is not a prerequisite to enrollment.
However, applying for candidacy early is encouraged, no later than the third course in the program.

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FIRST NAME: _____ MI: _____ LAST NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ DATE OF BIRTH / / _____

DAY PHONE: _____ EVENING PHONE: _____

SOCIAL SECURITY NUMBER: _____ E-MAIL ADDRESS: _____

1. EDUCATION Please submit an official copy of your transcript records to the Paralegal Program Office.

INSTITUTION	MAJOR	GRADUATION DATE	DEGREES EARNED

2. PROFESSIONAL REFERENCES Please list two professional references we may contact.

NAME	JOB TITLE	PHONE	EMAIL

3. PAYMENT

CHECK ENCLOSED FOR \$125 (Payable to The Regents of the University of California). THE APPLICATION FEE IS NONREFUNDABLE.

OR CREDIT CARD ONLY BY FAX: CHARGE TO: VISA MASTERCARD AMERICAN EXPRESS

CARD #: _____ EXP: _____ AUTHORIZING SIGNATURE: _____

4. IN ORDER TO MEET ABA REQUIREMENTS, we request the following information.

It is requested for statistical purposes only.

- ASIAN BLACK/AFRICAN-AMERICAN CAUCASIAN HISPANIC/LATINO AMERICAN INDIAN/ALASKAN NATIVE
 NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER OTHER _____ DECLINE TO STATE

MAIL OR FAX APPLICATION FOR CANDIDACY AND FEE TO:

CASHIER'S OFFICE, STUDENT SERVICES
UCI DIVISION OF CONTINUING EDUCATION
P.O. BOX 6050
IRVINE, CA 92616-6050
FAX: (949) 824-2090

MAIL TRANSCRIPTS TO:

PARALEGAL CERTIFICATE PROGRAM OFFICE
UCI DIVISION OF CONTINUING EDUCATION
P.O. BOX 6050
IRVINE, CA 92616-6050