

**SOUTH SUBURBAN COLLEGE
SOUTH HOLLAND, IL. 60473**

**PARALEGAL/LEGAL ASSISTANT DEGREE & CERTIFICATE PROGRAM
C0531 & C0532
APPLICATION FOR ADMISSION**

Please follow the instructions carefully. The following materials are necessary to process your application:

COURSE REQUIREMENTS: You must have a minimum cumulative GPA of 2.66 in ENG 101, PLA 101 and BLW 201.

PROGRAM APPLICATION: Complete the attached application in full.

EMPLOYMENT HISTORY: Attach a current copy of your resume to your Program Application.

REFERENCES: Three letters of reference are required from someone (such as your employer, instructor, etc.) who can address your potential for success in this program. These references must be submitted with your application.

TRANSCRIPTS: For those in the certificate program (C0532), you must attach copies of your official college transcript showing proof of an Associate of Arts degree or an official transcript showing proof of a Bachelor's degree or higher to your application. If you do not attach these required transcripts, your application to the certificate program cannot be approved. I will obtain your current SSC transcripts. If you do not have copies of official transcripts from other colleges or universities on file, you must provide the Office of Admissions with official copies of all these transcripts.

For those students in the degree program (C0531), I will obtain SSC transcripts. If you have attended another college(s), I will need copies of that (those) transcripts with your application. If you do not have copies of official transcripts from other colleges or universities on file, you must provide the Office of Admissions with official copies of these transcripts.

PERSONAL INTERVIEW: Once you have complied all the above listed items, you should telephone the program coordinator and schedule a personal interview. You must submit your completed application (with all appropriate attachments) at the interview. Incomplete applications will not be accepted and will cause termination of the interview.

NOTE: You may take any paralegal program course you desire (other than PLA 203, Research & Writing I, PLA 204, Internship) prior to applying for formal admission to the program. However, you must be formally admitted to the program before you can take PLA 204, Internship I.

Becky Walters J.D., Paralegal Coordinator &
Instructor South Suburban College
15800 S. State Street
South Holland, IL. 60417
708-596-2000 Extension 2579

PARALEGAL/LEGAL ASSISTANT PROGRAM APPLICATION FOR ADMISSION

Major: _____

College or University: _____

Address: _____

Dates enrolled: _____

Degree earned: _____

Major: _____

Please describe any academic honors or extracurricular activities in which you were involved.

Describe below your reasons for wanting to enroll in the Paralegal/Legal Assistant Program. You may include such information as your past work experience, your career aspirations, and other information that you believe would help to process your application.