

# Application for Candidacy page 1

## Please select program:

- Accelerated
  - Spring
  - Summer
  - Fall
- Part-time
  - Spring
  - Summer
  - Fall
  - Winter

How did you first hear about the Paralegal Program?

- |   |   |
|---|---|
| <input type="checkbox"/> UC San Diego Extension Catalog | <input type="checkbox"/> UC San Diego Extension email                 |
| <input type="checkbox"/> Paralegal Brochure             | <input type="checkbox"/> Career Center                                |
| <input type="checkbox"/> Friend/Business Associate      | <input type="checkbox"/> Newspaper or Magazine, please specify: _____ |
| <input type="checkbox"/> Former Student of Program      |   |
| <input type="checkbox"/> UC San Diego Extension Website | <input type="checkbox"/> Other website, please specify: _____         |

**Instructions:** The application must be typed or written legibly in ink and all questions must be answered. If the answer is "no" or "none" or if the question is "not applicable," please state so.

**Application Fee:** \$60 application fee. Once your application is received, you will be contacted within one week with instructions for application fee payment.

**Mail Application to:** UC San Diego Extension, Paralegal Program, 8950 Villa La Jolla Drive, C201, La Jolla, CA 92037-1704

## UC San Diego Extension Paralegal Program Application

Name \_\_\_\_\_  
Telephone number Home: \_\_\_\_\_ Alternate: \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail address \_\_\_\_\_

### I. Experience

Employment and/or volunteer experience. List most recent first. Please indicate in each description the number of hours per week worked. Please fill out the form as indicated in the spaces provided.

1. Total years/months worked \_\_\_\_\_  Part time  Full time  
Dates of employment (month/year) From \_\_\_\_\_ To \_\_\_\_\_  
Name/address of employer \_\_\_\_\_

Exact title of position \_\_\_\_\_  
Description of work \_\_\_\_\_

2. Total years/months worked \_\_\_\_\_  Part time  Full time  
Dates of employment (month/year) From \_\_\_\_\_ To \_\_\_\_\_  
Name/address of employer \_\_\_\_\_

Exact title of position \_\_\_\_\_  
Description of work \_\_\_\_\_

3. Total years/months worked \_\_\_\_\_  Part time  Full time  
Dates of employment (month/year) From \_\_\_\_\_ To \_\_\_\_\_  
Name/address of employer \_\_\_\_\_

Exact title of position \_\_\_\_\_  
Description of work \_\_\_\_\_

## Application for Candidacy page 2

### Please select program:

- Accelerated  
 Spring  
 Summer  
 Fall
- Part-time  
 Spring  
 Summer  
 Fall  
 Winter

### Application Fee: \$60

Once your application is received, you will be contacted within one week with instructions for application fee payment.

### Mail Application to:

UC San Diego Extension  
 Paralegal Program  
 8950 Villa La Jolla Drive,  
 C201,  
 La Jolla, CA 92037-1704

## II. College Education

Please out the form as indicated in the spaces provided. List most recent first.

1. Institution/address \_\_\_\_\_

Dates attended (month/year) From \_\_\_\_\_ To \_\_\_\_\_

Degree awarded \_\_\_\_\_ Major field \_\_\_\_\_ Overall GPA \_\_\_\_\_

If no degree awarded, units earned \_\_\_\_\_  Quarter units  Semester units

2. Institution/address \_\_\_\_\_

Dates attended (month/year) From \_\_\_\_\_ To \_\_\_\_\_

Degree awarded \_\_\_\_\_ Major field \_\_\_\_\_ Overall GPA \_\_\_\_\_

If no degree awarded, units earned \_\_\_\_\_  Quarter units  Semester units

3. Institution/address \_\_\_\_\_

Dates attended (month/year) From \_\_\_\_\_ To \_\_\_\_\_

Degree awarded \_\_\_\_\_ Major field \_\_\_\_\_ Overall GPA \_\_\_\_\_

If no degree awarded, units earned \_\_\_\_\_  Quarter units  Semester units

**Transcripts:** Please include a copy of your college transcript(s) with this application or arrange to have the transcript(s) forwarded as soon as possible.

## III. References

List three people (other than relatives) who are familiar with your academic and/or work experience. Submit a letter of recommendation from each with this application.

1. Name/occupation \_\_\_\_\_

Address \_\_\_\_\_

Area code/phone number \_\_\_\_\_

2. Name/occupation \_\_\_\_\_

Address \_\_\_\_\_

Area code/phone number \_\_\_\_\_

3. Name/occupation \_\_\_\_\_

Address \_\_\_\_\_

Area code/phone number \_\_\_\_\_

## IV. Statements

Please write one paragraph (50-75 words) in response to each question below. Responses will be reviewed for grammar, punctuation, and effectiveness of expression.

1. What is the job or activity that has been most satisfying to you, and what did you like most about it?
2. What are your objectives in applying to this paralegal program?
3. What is the most challenging problem you have ever faced, and how did you solve it?

## V. Payment

Once your application is received, you will be contacted within one week with instructions for application fee payment.