

**DEPARTMENT OF LEGAL STUDIES
CERTIFICATE COMPLETION FORM**

The Paralegal Certificate is earned by completing ten Legal Studies courses, including LS 301, 304, 307, 311, 365, 368, 380, 390 and one elective. Eight of the ten courses must be completed at the University of La Verne.

Application may be made for the Certificate no more than 30 days prior to completing the ten courses.

NAME (Please print) _____
(As you want it to appear on the certificate)

STUDENT ID NUMBER _____

ADDRESS _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

Are you (or did you) also obtaining a Bachelor's Degree in Legal Studies? YES NO

Please indicate your choice:

_____ Mail the certificate (Will be by certified mail.)

_____ I'll pick it up.

EMPLOYMENT INFORMATION

If employed, what position do you currently hold? _____

Employer's name and address _____

Original certificates are free, but a fee of \$35.00 will be charged for duplicates.

DEPARTMENTAL USE ONLY

Completed appropriate courses _____

Semester/Year completed _____

Date certificate sent _____