

Application Tips for Success

For questions about the application, feel free to contact us at (310) 825-0741 or legal@uclaextension.edu.

Statement of Intent

We have modeled several elements of UCLA's admission recommendations to better assist applicants with drafting their Statement of Intent (SOI). Reference to these tips can also be found here - <https://admission.ucla.edu/apply/personal-insight-questions>

Be clear. Be focused. Be organized.

Make sure your SOI follows a logical structure. Try to think about how it may seem to an audience who doesn't know you.

Be careful with humor and clichés.

What might seem funny or biting irony to you may not seem that way to someone who doesn't know you. Your SOI is a critical component to your application. Do not allow clichés to speak for you.

Don't manufacture hardship.

The content of your SOI isn't effective simply because it chronicles difficult circumstances. An effective SOI gives us a clear sense of your professional qualities and how you've developed them in response to your opportunities and challenges to prepare you for a legal career.

Use specific examples to support your skills.

Provide written examples of your professional skills and qualities that will make you successful in the program and as a paralegal. Although some events have long-term or even lifetime ramifications, it is usually better to focus on recent events because they shed more light on who you are right now.

Finally, review your work.

Pay attention to rules of correct grammar and punctuation, and don't forget to spell check.

Resume

Your resume is an opportunity to highlight your professional history. While it is not a requirement to have legal experience, you should include all volunteer and internship experience that demonstrates legal work, if applicable. Be sure that any gaps of employment longer than 3 years are acknowledged in your Statement of Intent. Resumes should follow standard formatting with dates of employment, location and a list of job duties for each position held.

Application Form

Please be sure to submit all required fields as requested within your application form online. If you have any questions, please contact our office for assistance - paralegal@uclaextension.edu

Transcripts and GPA

If you are unsure of your cumulative GPA, please leave this field blank on your application form. **Please do not round your GPA.** While we understand that mistakes happen, integrity is critical to be successful in the legal field. All applications are thoroughly reviewed and your GPA will be verified against your transcript. Lack of candor or dishonesty in the application process is grounds for denial. Please see below for transcript submission requirements:

CE0471 - Paralegal Studies

If you are applying for the graduate paralegal certificate, please submit a copy of your transcripts with all grades and cumulative GPA of the institution from which you received your bachelor degree.

CE0549 - Paralegal Studies (Undergraduate)

If you are applying for the undergraduate paralegal certificate, please submit a copy of the transcripts from the institution(s) that verify that you have met the minimum 60 semester credit or 90 quarter unit requirement. In many cases, this means a copy of your associate degree transcripts. For students who have attended multiple institutions without having earned a conferred degree, we will need to receive a copy of the transcript(s) that reflect all undergraduate courses taken with grades and cumulative GPA.

Letters of Recommendation

Letters of recommendation are not required, but sometimes they can help strengthen your application if you are concerned about areas that may be weaker than others, such as academic performance. For this reason, it is critical that you select individuals who know you in a professional and/or academic manner. While friends and family members may serve as a valuable support system, they would not be appropriate individuals to enhance your candidacy for the program.