

PARALEGAL PROGRAM

APPLICATION FOR ADMISSION

**Instructions:** Complete both sides of the application form, providing complete and accurate information. Attach a check or money order payable to “Meredith College” (do not send cash) for the \$30.00 non-refundable application fee. Return to: Paralegal Program, Meredith College, 3800 Hillsborough St., Raleigh, NC 27607.

**Transcripts:** Using the enclosed Transcript Request form, have the registrar at each post-secondary institution in which you have enrolled for any length of time forward an **official** copy of your transcript directly to the Program.

**Recommendations:** Using the attached Recommendation form, ask two persons familiar with your academic, employment or volunteer background to fill the form out and return directly to the Program.

**Personal Statement:** On a separate sheet, provide a personal statement explaining why you are interested in the law; why you are interested in the paralegal field; why you believe you are suited to the field; and what your career goals are. This statement will serve as a writing sample. It should be typed and should not exceed 500 words. If you wish, you may also submit another sample of your writing.

**Current resume:** List all the places of employment, dates of employment, position, and supervisor’s name. Begin with your current employment and list all full-time, part-time and summer employment. Also include the same information for volunteer experience.

**Optional:** Providing a photo of yourself will help to personalize your application for the staff

THE HONOR SYSTEM

A long-cherished tradition and the basis of all life at Meredith is the Honor System. Founded upon the premise that dishonesty of any nature has no place in the Meredith community, the system demands of each student personal integrity and responsible citizenship. It is the Honor System and the spirit it engenders that unite the students to form a community in which the freedom and trust essential to intellectual growth and maturity prevail. Its operation entrusted to the student body, the Honor System, depends for its effectiveness upon each student’s belief in the principles underlying the system and on the student’s insistence that it work. Each student is personally responsible for his/her own conduct and obligations to the community. If a student is aware of a violation of the Honor Code by another student, the matter should be called to the attention of that student as a violation of responsibility to the community. Because all life at Meredith is based on this system, if you cannot agree to live by it, you should not apply for admission. Your signing and submitting this application will indicate your willingness to accept both the responsibilities and the privileges of the Honor System of Meredith College.

\_\_\_\_\_  
*Full Legal Signature*

\_\_\_\_\_  
*Date*

## PARALEGAL PROGRAM

### APPLICANT INFORMATION

**I plan on attending beginning:** \_\_\_\_\_  
*Semester /Year*

**Name:** \_\_\_\_\_ **Preferred Name:** \_\_\_\_\_  
*Last First Middle*

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Gender:** \_\_\_F \_\_\_ M

**E-Mail Address:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_  
*Street City State Zip*

**Current Mailing Address:** \_\_\_\_\_  
*(if different from above) Street City State Zip*

**How long will you be at the above address?** \_\_\_\_\_ **Can your addresses be listed in our directory?** \_\_\_\_\_

**Employer Name and Address:** \_\_\_\_\_  
\_\_\_\_\_  
*Street City State Zip*

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Which phone number is preferred and what times are best to reach you?** \_\_\_\_\_

**Name and Address of Permanent Contact** (Someone who will always know how to reach you)

**Name:** \_\_\_\_\_ **Relation to You:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
*Street City State Zip*

**Date of Birth:** \_\_\_\_\_ **Birthplace:** \_\_\_\_\_

**Race and Ethnic Origin**

Are you Hispanic or Latina?  Yes  No

Please select one or more of the following groups of which you consider yourself a member. Response is optional. Collected information is used for statistical studies reports.

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

**Citizenship: U.S.**

State of legal residence: \_\_\_\_\_

If NC, Note County: \_\_\_\_\_

\_\_\_\_\_

**Citizenship: U.S.**

Country of citizenship: \_\_\_\_\_

Resident Alien Card Number: A-

\_\_\_\_\_

**International Citizenship**

Country of citizenship:

\_\_\_\_\_

Visa Type Held: \_\_\_\_\_

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**Academic Information:** List all post-secondary institutions attended for any length of time, beginning with the most recent. List: name, city, state, and years of attendance. Continue on additional sheet if necessary.

**High School:** \_\_\_\_\_  
Name City State Year Graduated

**Undergraduate:**

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Name City State

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Name City State

**Graduate:**

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Name City State

\_\_\_\_\_ Degree Received  
Field of Study

**Recommendations Requested:** Ask two persons familiar with your qualifications to fill out return the enclosed confidential reference forms.

\_\_\_\_\_ Telephone No.  
Name Position

\_\_\_\_\_ Telephone No.  
Name Position

**Criminal History:**

Have you been convicted of a crime?  No  Yes → attach descriptive statement

Have you entered a plea of guilty, no contest, nolo contendere or Alford,  No  Yes → attach descriptive statement

or have you received a deferred prosecution or prayer for judgment to a crime?  No  Yes → attach descriptive statement

Have you otherwise accepted responsibility for the commission of a crime?  No  Yes → attach descriptive statement

Have you ever been expelled, dismissed, suspended, placed on probation, or

Otherwise subject to any disciplinary sanction by any school, college, or university?  No  Yes → attach descriptive statement

If you have ever served in the military, did you receive any type of discharge other Than an honorable discharge?  No  Yes → attach descriptive statement

**Have you ever applied or been interviewed for the Paralegal Program in the past? Yes \_\_\_\_\_ No \_\_\_\_\_**

**How did you hear about the Paralegal Program? (mark as many as apply)**

\_\_\_\_\_ Internet \_\_\_\_\_ which site? \_\_\_\_\_ Advertisement \_\_\_\_\_ where?

\_\_\_\_\_ paralegal \_\_\_\_\_ attorney \_\_\_\_\_ friend/family \_\_\_\_\_ teacher/advisor

\_\_\_\_\_ poster \_\_\_\_\_ Paralegal Program graduate \_\_\_\_\_ career fair

\_\_\_\_\_ other (please describe): \_\_\_\_\_

*Admission is granted to qualified applicants without regard to race, gender, national or ethnic ORIGIN, AGE OR HANDICAP.  
 Information about ethnic origin is requested for statistical studies and reports.*