



255C DeVos, 401 West Fulton St.  
Grand Rapids, MI 49504

## Application for Paralegal Studies Certificate

### I. Identifying information

Name \_\_\_\_\_

Grand Valley student number (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### II. Academic Information

Please choose one of the following:

I have a bachelor's degree from Grand Valley. (Note – an undergraduate GPA of 2.7 is required as a prerequisite to enrollment in the certificate program.) Please attach a resume and a statement of up to one page, double-spaced describing your career goals.

I have a bachelor's degree from another institution. (Note – an undergraduate GPA of 2.7 is required as a prerequisite to enrollment in the certificate program. Please attach a resume and a statement of up to one page, double-spaced describing your career goals. In addition, please complete the Grand Valley [application for undergraduate admission](#) with an official copy of your undergraduate transcript. Select "Non-degree Seeking" as your status and "Legal Studies" as your area of interest.)

PLEASE RETURN COMPLETED FORM AND ATTACHMENTS  
TO: LEGALSTUDIES@GVSU.EDU.

*Thank you for completing the application for the Paralegal Studies Certificate. If you have further questions about the program, please contact the Legal Studies Coordinator, Joshua Sheffer, [sheffjos@gvsu.edu](mailto:sheffjos@gvsu.edu), 616 331-7150 or the College of Community and Public Service Advising Center at [www.gvsu.edu/ccpsadvising](http://www.gvsu.edu/ccpsadvising), 616 331-6890.*