

**Department of Legal Assistant Education  
University of Oklahoma Law Center**

**APPLICATION FOR ADMISSION**

Name: \_\_\_\_\_ Last 4 digits of Social Security No. \_\_\_\_\_  
(Last) (First) (Middle)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

(The following information is voluntary and is requested for reporting purposes only in accordance with the 1968 Civil Rights Act as amended. United States citizens only)

Which group best describes you?

Black or African American  American Indian or Alaskan Native  Asian  Native Hawaiian or Other Pacific Islander  
 White  Hispanic or Latino  Other

Education: All applicants must submit either (1) a highschool transcript, or equivalency certificate, and ACT Assessment composite score of at least 17; **or** (2) an *official* college transcript. (A transcript that has been "issued to student" is not official.)

Highschool: \_\_\_\_\_

Years Attended: From \_\_\_\_\_ To \_\_\_\_\_ Graduation date \_\_\_\_\_

College:	Undergraduate/Graduate	Dates	Major	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other education and training: \_\_\_\_\_

Work experience: List chronologically full-time, part-time, particularly any law-related experience.

Dates	Organization	Position/Duties
_____	_____	_____
_____	_____	_____
_____	_____	_____

Volunteer experience: \_\_\_\_\_

Students are expected to have proficiency in the use of basic computer technology before being admitted to study. List the software in which you are proficient:

Word processing applications: \_\_\_\_\_

Spreadsheet applications: \_\_\_\_\_

Presentation software: \_\_\_\_\_

Other applications or software: \_\_\_\_\_

(complete other side)

State your reasons for wanting to become a paralegal/legal assistant. Include any relevant information about your background and personal qualifications that you think would be pertinent to a review of your application.

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I affirm by my signature that I have furnished all information requested in this application. I understand that submitting any false information to the Department of Legal Assistant Education, including but not limited to false transcripts, test scores, or any information contained on this form, or the withholding of information will make my application for admission to the Department of Legal Assistant Education, as well as any future applications, subject to denial, or will result in expulsion from the Department of Legal Assistant Education.

*Legal assistants cannot give legal advice, accept cases, set legal fees, represent clients in court, or perform any legal service without the supervision of a licensed lawyer.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION FEE: \$100.00 (non-refundable and subject to change without notice)**

I became aware of the University of Oklahoma Department of Legal Assistant Education by:

News article: \_\_\_\_\_ Advertisement: \_\_\_\_\_ Radio advertisement: \_\_\_\_\_ Employer: \_\_\_\_\_  
Program graduate: \_\_\_\_\_ Student: \_\_\_\_\_

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

The sponsors will make every reasonable effort to make our classes accessible for the disabled. If you are disabled and will require special facilities or equipment, please let us know in advance.

Return to: Department of Legal Assistant Education  
University of Oklahoma Law Center  
300 Timberdell Road, Room 3014  
Norman, OK 73019

Telephone: 405-325-1726

E-mail: lae@hamilton.law.ou.edu