

GRADUATE CERTIFICATE IN PARALEGAL STUDIES

The ABA-approved graduate certificate in paralegal studies provides students with the knowledge and skills employers seek: knowledge of the law; legal research and analysis; written and oral communication; and case and transaction management. Courses are designed by legal professionals to ensure they are relevant and marketable and that program graduates are prepared to work in demanding environments.

Credits earned in the certificate program count toward GW's master's degree in paralegal studies (<http://bulletin.gwu.edu/professional-studies/graduate-programs/paralegal-studies/>).

[Visit the](https://www.cps.gwu.edu/paralegal-studies-graduate-certificate/) program website (<https://www.cps.gwu.edu/paralegal-studies-graduate-certificate/>) [for additional information.](#)

ADMISSIONS

Admission deadlines: Fall Priority Deadline - May 1; Fall Final Deadline - August 1

Spring Priority Deadline - October 1; Spring Final Deadline - December 1

Recommendations: One recommendation (preferably from a current supervisor).

Prior academic records: Transcripts are required from all colleges and universities attended, whether or not credit was earned, the program was completed, or the credit appears as transfer credit on another transcript. Unofficial transcripts from all colleges and universities attended should be uploaded to your online application. Official transcripts are required only of applicants who are offered admission.

Transcripts from institutions outside the United States must be accompanied by an official transcript evaluation from an accredited independent evaluating agency. Please be sure you request a detailed, course-by-course evaluation that includes all course titles, credit hours, grade-point average (GPA), United States degree equivalency, and date of degree conferral. Please see the list of acceptable foreign credential evaluation services: <http://www.naces.org/members> (<http://www.naces.org/members/>).

Statement of purpose: In an essay of 250-500 words, state your purpose in undertaking graduate study in this field and describe your academic objectives, research interests, and career plans. Also, discuss your related qualifications, including collegiate, professional, and community activities, as well as any other substantial accomplishments not already mentioned on the application form.

Additional requirements: Current resumé required.

Supporting documents not submitted online should be mailed to:

College of Professional Studies – Office of Admission
Alexandria Education Center
413 John Carlyle Street, Suite 250
Alexandria, VA 22314

Contact for questions:

CPS Office of Admission
applycps@gwu.edu ~ 571-553-0100 (phone) ~ 202-242-1047 (fax)
8:30 am – 5:00 pm EST, Monday through Friday

REQUIREMENTS

The following requirements must be fulfilled: 18 credits in required courses.

Code	Title	Credits
Required		
PSLX 6210	American Jurisprudence	
PSLX 6211	Legal Research and Writing	
PSLX 6212	Litigation	
PSLX 6223	Contracts	
PSLX 6224	Advanced Legal Writing	
PSLX 6225	Business Entities	
Independent study option		
With the approval of the program director, students can choose to take an independent study in place of one of the required courses listed above.		
PSLX 6240	Independent Study	

See College of Professional Studies regulations (<http://bulletin.gwu.edu/professional-studies/#regulationstext>) for additional information regarding enrollment status and time limits.