



College of Lake County

Office of Admission & Records
College of Lake County
(847) 543-2061 – Office B101

19351 West Washington Street
Grayslake, IL 60030 – 1198
www.clcillinois.edu

Name: _____
Address: _____

**Request for Screening
Paralegal Studies Certificate Program**

CLC ID# (required): _____
Former or Maiden Name: _____ Phone #: _____

For screening eligibility, you must submit all required documentation:

1. Submit an Application for Admission to the college.
2. Submit an **official** transcript showing (please check one):
 - Associate in Arts degree
 - Associate in Science degree
 - Associate in Applied Science degree
 - Bachelor's degree

Note: Students who have earned an AAS degree must demonstrate that their general education courses meet the requirements of the American Bar Association (ABA). The ABA requires that students who hold an AAS degree and wish to complete a Paralegal Studies certificate program have a minimum of 18 semester credit hours in general education courses in a minimum of three disciplines. Please use the reverse side of this form to demonstrate how you have met this requirement.

Also, if you desire transfer credit for coursework completed at another institution, you must submit a request for an evaluation.

3. Meet Language Proficiency (see CLC Schedule of Classes or Catalog for ways to meet language proficiency requirement).

I have read and do understand the information contained in the Screening Request form. I believe I am/will be ready for screening consideration for admission to the Paralegal Studies Certificate Program.

Signature: _____ Date: _____

FOR ADMISSIONS & RECORDS OFFICE ONLY:

Degree Requirement Met:	Yes	No	For Division Review
Notes:			
Language Proficiency Met:	Yes	No	
ACCEPTED / NOT ACCEPTED by			Date:

FOR STUDENTS WHO HAVE EARNED AN ASSOCIATE IN APPLIED SCIENCE DEGREE:

Please indicate how you have met the ABA requirement of 18 semester credit hours of general education in a minimum of three of the following disciplines:

Social and behavioral sciences courses:

Course title and number	Institution	Credit hours
_____	_____	_____
_____	_____	_____

Natural science courses:

Course title and number	Institution	Credit hours
_____	_____	_____
_____	_____	_____

English composition and literature courses:

Course title and number	Institution	Credit hours
_____	_____	_____
_____	_____	_____

Foreign language courses:

Course title and number	Institution	Credit hours
_____	_____	_____
_____	_____	_____

Mathematics courses:

Course title and number	Institution	Credit hours
_____	_____	_____
_____	_____	_____

Humanities courses:

Course title and number	Institution	Credit hours
_____	_____	_____
_____	_____	_____

Fine Arts courses:

Course title and number	Institution	Credit hours
_____	_____	_____
_____	_____	_____