



# Oak Brook College of Law and Government Policy

7750 N. Fresno Street, Ste. 104 Fresno, CA 93720 • 559.650.7755 • Fax 559.650.7750

## Paralegal Application

“Training Advocates of Truth, Counselors of Reconciliation, and Ministers of Justice”

### PLEASE READ BEFORE PROCEEDING:

- ❖ Your application must be faxed to (559) 650-7750 or emailed to [paralegal@obcl.edu](mailto:paralegal@obcl.edu). When emailing please make sure to send your application as one file. To avoid your email from being marked as spam please format the subject line as follows: “Paralegal-application-last name-first name”.
- ❖ A recent, professional photo (\*.jpeg files ONLY) should be emailed to [paralegal@obcl.edu](mailto:paralegal@obcl.edu). To avoid your email from being marked as spam please format the subject line as follows: “Paralegal-application-photo-last name-first name”. Hard copies of photos are not accepted. The photo will be used for your student ID card if accepted into the program.
- ❖ All fields must be complete and legible.
- ❖ Applications that are not completed per the instructions as noted will be discarded.
- ❖ An initial review of your application will take place when it is received. You will receive one e-mail notifying you of any missing items, which will come from [paralegal@obcl.edu](mailto:paralegal@obcl.edu). It is then the applicant’s responsibility to make sure these items are completed by the date given in the e-mail. If not completed by the date given the applicant will need to apply at a later date.

**For which class are you applying?** September or February (please circle) of what year \_\_\_\_\_?

### Application Fee

A nonrefundable fee of \$50 *must* accompany each application. This fee is accepted via credit card or debit card with a credit card logo.

Application Fee: \$50

Today’s Date: \_\_\_\_\_

MasterCard     Visa     Discover     American Express

Name as it appears on card: \_\_\_\_\_

Billing address and zip code: \_\_\_\_\_

Card#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature for credit card charge: \_\_\_\_\_

By signing above you are allowing OBCL to charge your credit card for the above listed fee.

### 1. Personal Data

Last name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Primary Address: \_\_\_\_\_

Shipping Address, if different: \_\_\_\_\_

Home telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Male\_\_ Female\_\_ E-mail address (required): \_\_\_\_\_

Date of birth (mo/day/yr): \_\_\_\_\_ SSN: \_\_\_\_\_

Marital status: Single \_\_\_\_ Married \_\_\_\_ Divorced \_\_\_\_ Children: Yes \_\_\_\_ No \_\_\_\_ Ages: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

## 2. Education

### College Level Examination Program (CLEP)

In order to qualify for admission through the CLEP examination, an applicant *must* take the College Composition exam. This exam includes multiple-choice items and two mandatory essays scored by CLEP. To make arrangements to take the CLEP examination at a location near you, call (800) 257-9558 or browse [www.collegeboard.com/clep](http://www.collegeboard.com/clep). The minimum score required to qualify for admission is listed below. The College Composition exam is only graded approximately twice a month so please plan accordingly.

When taking the required CLEP exam please enter the OBCL College CLEP code which is 7675. By doing so, an original will automatically be sent to us.

CLEP General Examination	Date Taken	Score Received	Minimum Score
College Composition (Exam includes multiple choice & 2 essays)			50
College Composition Modular* (Multiple choice option only )			50

\*College Composition Modular will no longer be accepted after August 2011.

### Additional education option

If an applicant has successfully completed a college English composition course(s) equivalent to 6 semester credit hours, this will satisfy the education requirement.

College or University	Course name	Grade received	Number of credits

3. Do you think your past academic performance is indicative of your ability to complete the necessary legal research and writing to successfully complete this course? Explain. \_\_\_\_\_

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### 4. How did you learn about the Oak Brook College of Law Paralegal Program?

- ATI (Advanced Training Institute International)
- California Bar
- Debate tournament
- Direct Mailing
- Friend/Relative
- Google
- Home school conference
- HSLDA.org
- IBLP (Institute in Basic Life Principles)
- Internet Search
- OBCL student/alumnus
- Other \_\_\_\_\_

**5. Personal Evaluation** (Use additional sheets as necessary.)

**5A.** Describe your work experience. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5B.** Discuss your motivation for studying law from the perspective taught by Oak Brook College and the goals you desire to fulfill. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5C.** How did you come to know Jesus Christ as your personal Savior? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5D.** Discuss why you agree with the mission statement and the statement of faith of Oak Brook College. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5E.** How has God worked in your life to renew your mind and develop His character in you? (See Romans 12:1-2.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5F.** Who are the people that have had the greatest impact in your life and why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6. Paralegal Course Options

### SEPTEMBER 2011 (application postmarked August 1, 2011)

- One Year Paralegal Program:** If you plan to complete all the courses in one year check here.

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
P315 Common Law Jurisprudence	P310 Legal Philosophy & Reasoning	P383 Legal Research & Writing	P331 Constitutional Law
P343 Torts	P371 Criminal Law & Procedure	P381 Wills & Trusts	P345 Civil Litigation
P363 Contracts	P351 Real Estate Transactions	P393 Business Organizations	P386 Advanced Legal Research
P382 Family Law	P320 Basic Principles of Counseling	P325 Christian Conciliation	P324 Ethics for Legal Professionals

- Two Year Paralegal Program:** If you plan to complete all the courses in two years check here.

#### First Year courses

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
P315 Common Law Jurisprudence	P310 Legal Philosophy & Reasoning	P383 Legal Research & Writing	P331 Constitutional Law
P343 Torts	P371 Criminal Law & Procedure	P381 Wills & Trusts	P345 Civil Litigation

#### Second-year courses

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
P363 Contracts	P351 Real Estate Transactions	P393 Business Organizations	P386 Advanced Legal Research
P382 Family Law	P320 Basic Principles of Counseling	P325 Christian Conciliation	P324 Ethics for Legal Professionals

### FEBRUARY 2012 (application postmarked January 23, 2012)

- One-Year Paralegal Program:** If you plan to complete all the courses in one year check here.

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
P383 Legal Research & Writing	P331 Constitutional Law	P315 Common Law Jurisprudence	P310 Legal Philosophy & Reasoning
P381 Wills & Trusts	P345 Civil Litigation	P343 Torts	P371 Criminal Law & Procedure
P393 Business Organizations	P386 Advanced Legal Research	P363 Contracts	P351 Real Estate Transactions
P325 Christian Conciliation	P324 Ethics for Legal Professionals	P382 Family Law	P320 Basic Principles of Counseling

- Two-Year Paralegal Program:** If you plan to complete all the courses in two years check here.

#### First Year courses

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
P383 Legal Research & Writing	P331 Constitutional Law	P315 Common Law Jurisprudence	P310 Legal Philosophy & Reasoning
P381 Wills & Trusts	P345 Civil Litigation	P343 Torts	P371 Criminal Law & Procedure

#### Second year courses

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
P393 Business Organizations	P386 Advanced Legal Research	P363 Contracts	P351 Real Estate Transactions
P325 Christian Conciliation	P324 Ethics for Legal Professionals	P382 Family Law	P320 Basic Principles of Counseling

## 7. References

Please provide three personal references from persons who are not related to you (see requirements below). Provide each evaluator a *Personal Reference Evaluation Form* and instruct them to return the completed form to Oak Brook College via fax (559-650-7750) or e-mail it to [paralegal@obcl.edu](mailto:paralegal@obcl.edu). Three copies of this form can be found at the end of this application. Illegible evaluations will be discarded.

### Pastor

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

### Someone familiar with your academic performance, or if none, then your professional performance

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

### A person of your choosing

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

## 8. Certification of Application

I certify that the above information is accurate and that upon admission to *Oak Brook College of Law*, I agree to submit to the regulations, policies and academic standards of Oak Brook College. I also certify that I have read the *Statement of Mission*, *Statement of Faith*, the above *Disclosure Statement* and the *Code of Conduct* contained within the *Prospectus* on our website and that I will conduct myself consistent with each while a student at Oak Brook.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 9. Statement of Parent or Guardian for Minor Student

As the parent or guardian of the applicant, I affirm the accuracy of the information contained in this application to the best of my knowledge, and I endorse the above *Certification of Application*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **STOP**

It is your responsibility as the applicant to submit all the required information below in order for the Admissions Committee to make a wise and informed decision regarding your enrollment at Oak Brook College of Law.

An initial review of your application will take place when it is received. You will receive **one** e-mail notifying you of any missing items, which will come from [paralegal@obcl.edu](mailto:paralegal@obcl.edu). It will then be your responsibility to make sure these items are completed by the date that will be given in the e-mail. If not completed by the date given you will need to reapply at a later date.

## **Application Checklist (Please check each item)**

- Completed Application (Address information, questions, etc.)
- Original transcript(s) of college work or CLEP
- Nonrefundable Application Fee (\$50), charged immediately on receipt of your application
- Recent Photograph (e-mailed to [paralegal@obcl.edu](mailto:paralegal@obcl.edu))
- Personal References (Legible and sent directly to the college from the evaluator by fax or e-mail to [paralegal@obcl.edu](mailto:paralegal@obcl.edu).)
- Reviewed all information pertaining to the Paralegal Certificate Program on the College website

**Applications that do not follow the instructions as noted will be discarded.**











