

PARALEGAL STUDIES



Our ABA-approved Paralegal Studies Program is focused on preparing you to work in the legal field. In the program, you will learn skills employers look for, and receive the professional development support required to establish a flourishing career. Our group of instructors are working attorneys and paralegals that deliver high-quality education reinforced by their real-world experience. And, our well-connected internship program provides you work-study and employment opportunities so you can start using your new skills immediately.

PROGRAM OVERVIEW

Learn Software Used in the Legal Field

Get hands-on training with industry-standard software like Pacer, E-Filing, and Relativity.

Build Industry Connections

Our graduates become legal professionals and provide job referrals to, and occasionally hire, new graduates.

Study in an ABA-Approved Program

Our ABA-approved program offers you a certificate that is respected across the legal industry.

Choose From Diverse Course Electives

You can focus on subjects that interest you with our broad selection of electives.

PATHWAY TO OPTIONAL PRACTICAL TRAINING (OPT)

9 months of full-time study

Semester 1:
Certificate Program
Full-time Study



Semester 2:
Certificate Program
Full-time Study



Optional Practical Training
Up to 12 Months

OPT:
Work up to
one full year!

Paralegals may not provide legal services to the public, except as permitted by law.



ADMISSION REQUIREMENTS FOR INTERNATIONAL CERTIFICATE STUDENTS

- Complete at least two years of college/university coursework with a minimum 2.3* GPA
- Minimum TOEFL iBT 61, IELTS 6.0 or the equivalent
- Financial statement showing at least one academic year of tuition and living expenses is required (see below)
- Certified English translations must accompany official transcripts/diplomas/graduation certificates in the original language of issue from all schools
- \$100 Application fee
- Apply at cel.sfsu.edu/global/certificate-admissions

**2.5 GPA required in all professional courses (e.g. business, management, and hospitality)*

PROGRAM FEES AND COST OF LIVING

CERTIFICATE PROGRAM	COURSE FEES	LIVING EXPENSES*	TOTAL FEES*
Paralegal Studies	\$8,990	\$22,020	\$31,010

**Estimated costs presented. Actual costs may vary.*

The program fee includes:

- An unlimited transportation pass for local buses and trains
- Access to the Mashouf Wellness Center including state of the art fitness and aquatics facilities and a recreation and outdoor program
- A robust orientation program and ongoing advising services
- An activities program with:
 - ▶ Outdoor recreation, cultural events, and sports
 - ▶ Visits to San Francisco neighborhoods famous for their unique culture, arts, music, food, businesses and more
 - ▶ Guest speakers from local industries

CERTIFICATE PROGRAM

Our Paralegal Studies Program is a 10-course, 30-academic-unit, certificate program that provides instruction in practical legal skills and substantive law. You also have the opportunity to participate in an internship—a practical on-the-job work experience in a supervised setting that makes a valuable addition to a resume. Courses are conducted at the upper-division level and are taught by attorneys and paralegals who have practical experience in the field.

CERTIFICATE APPLICATION DEADLINES*

Fall Semester: May 13

Spring Semester: November 13

**Applications may be accepted after the deadline on a space-available basis only.*



SF STATE CAMPUSES

The Main Campus is located in a quiet and safe neighborhood near the Pacific Ocean.

The Downtown Campus is located in the heart of the business district, near social media companies, including Twitter, Pinterest and Yelp; and new economy companies, including Airbnb and Uber.

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cel.sfsu.edu/global



**SAN FRANCISCO
STATE UNIVERSITY**

College of Extended Learning