

Program to Which You are Applying

Please note, SCPS offers programs and certificates in two formats: eight-week sessions and sixteen-week semesters. Be sure to select the format that corresponds with your program of interest.

Bachelor's Degree Programs — Eight-Week Session Format

- Bachelor of Arts in Managerial Arts and Leadership
- Bachelor of Arts in Managerial Arts and Leadership with Certificate in Paralegal Studies
- Bachelor of Science in Healthcare Emergency Management

Session and year you wish to enter:

- Fall I Session 20 __ __
- Spring I Session 20 __ __
- Summer Session 20 __ __
- Fall II Session 20 __ __
- Spring II Session 20 __ __

Professional Certificate Programs — Eight-Week Session Format

- Certificate in Integrated Marketing and Communications
- Certificate in Organizational Development
- Certificate in Organizational Leadership
- Certificate in Organizational Psychology
- Certificate in Social Services and Non-Profit Management
- Post-Baccalaureate Certificate in Paralegal Studies

Session and year you wish to enter:

- Fall I Session 20 __ __
- Spring I Session 20 __ __
- Summer Session 20 __ __
- Fall II Session 20 __ __
- Spring II Session 20 __ __

Professional Certificate Programs — Sixteen-Week Semester Format

- Certificate in Actuarial Science
- Certificate in Computer Science
- Certificate in Emergency Medical Services
- Certificate in Graphic Design
- Certificate in Mathematics
- Certificate in Operations Research
- Certificate in Statistics

Session and year you wish to enter:

- Fall Session 20 __ __
- Spring Session 20 __ __
- Summer Session 20 __ __

Student-at-Large: Non-Degree or Non-Certificate Seeking Status

SCPS at-large students are permitted to take a limited number of courses before they are required to apply to a degree or certificate program. Please speak with an enrollment advisor for details.

Paralegal at-large applicants will be considered only if they have earned a paralegal degree or certificate. Additional terms may apply.

- Non-Degree Seeking — SCPS
- Non-Certificate Seeking — Paralegal Studies

Session and year you wish enter:

- Fall I Session 20 __ __
- Spring I Session 20 __ __
- Summer Session 20 __ __
- Fall II Session 20 __ __
- Spring II Session 20 __ __

Applicant Status

- New to Loyola University Chicago (no prior enrollment at Loyola)
- Returning to Loyola University Chicago (one or more years since last enrollment)
- Transferring college credits to Loyola University Chicago
- Currently enrolled in a degree or certificate program at Loyola University Chicago

Please indicate program: _____

- Are you applying to any other program within the University?

Please indicate program: _____

Separate applications and credentials may be required for each program.

Statement of Purpose

Please include a typed, double-spaced essay of 350-500 words describing your reasons for pursuing a certificate or degree program. Please include the name of the program to which you are applying in your opening sentence or on the heading of your statement. The essay should focus on: A) what about Loyola convinced you to apply to the program, and B) how completing this program will help you achieve your professional or personal goals. Include any information you believe to be relevant in assessing your application.

Applicants to the non-degree program must also list the courses you intend to take.

English Proficiency (For International Applicants Only)

International applicants or applicants whose first language is not English must demonstrate English language proficiency with either an official TOEFL or IELTS score report. This requirement is waived under the following conditions:

- Those who are from or have completed a bachelor's or master's degree at a recognized institution in Canada, the United Kingdom, Ireland, Australia, or New Zealand, at which the language of instruction is English.
- Those who have a conferred bachelor's or master's degree from an accredited US institution. If you have a non-US bachelor's degree, a US master's degree must be conferred to waive the TOEFL or IELTS requirement.

Please see below for accepted tests and minimum test scores:

Degree and Professional Certificate Applicants:

- TOEFL minimum score of 79 on the iBT or 550 on the written test is required. For the IELTS, a minimum score of 6.5 is required.

Post-Baccalaureate Certificate in Paralegal Studies:

- TOEFL minimum score of 114 on the iBT or 650 on the written test is required.
- The IELTS is not accepted.

	Date Taken	Date Will Take	Score, If Known			
Test of English as a Foreign Language (TOEFL)						
International English Language Testing System (IELTS)			Listening	Reading	Writing Speaking	Composite

Copies and faxes are not accepted as official documents. We must receive test scores directly from the testing service. Scores are valid for two years from the test date.

Academic Information

College Record

List (starting with the most recent) every college and university attended, including Loyola University Chicago. Indicate your academic status at each institution using the Academic Status Codes below. Your application will not be processed unless all areas are completed in the table below. If you need more space, attach an additional sheet.

Dates of Attendance (Month/Year)		College/University	City/State	Academic Status (See code below)	Degree/ Credential Earned
From	To				

Academic Status Codes: Use one of the following letters to indicate your academic status at each institution attended, including Loyola University Chicago.

Ggood academic standing (GPA=2.00 or above on a 4.00 scale)

DPSdismissed for poor scholarship

Wvoluntarily withdrew, but eligible to return

Pacademic probation (GPA below 2.00 on a 4.00 scale)

Xexpelled or dismissed for non-academic (disciplinary, behavioral or criminal) reasons.

Have you ever been dismissed, suspended or placed on probation from any college or university attended for non-academic (i.e. disciplinary, behavioral or criminal) reasons? Yes No

Transcript Submission

All applicants must submit transcripts for all colleges attended, with the exception of Loyola University Chicago. Bachelor degree applicants must also submit high school transcripts. Additional documents may be required, based on your program of interest. For a complete list of required documents, please go to www.luc.edu/scps and click on 'Application Process.'

Applicants who attended institutions outside of the United States are required to submit non-U.S. transcripts to Educational Credential Evaluators, Inc. for the evaluation of credentials. The evaluation report must show the following: equivalence to a U.S. Bachelor's degree level work, or equivalence to a U.S. Bachelor's degree, where required by program of interest. Request an evaluation of credentials after *all* course work is complete at your current institution; otherwise the equivalence to a U.S. Bachelor's degree cannot be verified.

Please visit www.ece.org for more information or download an application; all programs require a **course-by-course evaluation**.

Employment/Volunteer History

List in chronological order, with the most recent first, your employment/volunteer history. Include military service.

1: _____
 Employer City, State, and Zip

 Full-Time Part-Time _____
 Job Title Dates

2: _____
 Employer City, State, and Zip

 Full-Time Part-Time _____
 Job Title Dates

3: _____
 Employer City, State, and Zip

 Full-Time Part-Time _____
 Job Title Dates

4: _____
 Employer City, State, and Zip

 Full-Time Part-Time _____
 Job Title Dates

Which of the following was most instrumental in your decision to apply? (Please check only one.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Reputation of Loyola/program | <input type="checkbox"/> Family member attended Loyola | <input type="checkbox"/> Friends |
| <input type="checkbox"/> Availability of funding/fellowship | <input type="checkbox"/> Online information | <input type="checkbox"/> Location |
| <input type="checkbox"/> Loyola faculty member | <input type="checkbox"/> Loyola enrollment advisor | <input type="checkbox"/> Current Loyola student(s) |
| <input type="checkbox"/> Loyola alumni (other than family member) | <input type="checkbox"/> College fair | |
| <input type="checkbox"/> Recruitment Event (Open House, Info Session) | <input type="checkbox"/> Other _____ | |

I understand that official policies and procedures which govern enrollment at Loyola are published or referred to in the University's Schedule of Classes, the University's Student Handbook, the catalog of each undergraduate, graduate and professional school and on the Loyola University Web site. I understand and agree that these policies and procedures, as revised from time to time, form the contract for my enrollment at Loyola University Chicago. I agree that I am responsible for obtaining and reviewing these policies and materials. I agree to be bound by them, and I will pay the tuition, fees, or other charges which are assessed in accordance with Loyola's published financial policies.

I hereby certify that all the information given by me on this application is complete and accurate. I understand that any incorrect or incomplete information will invalidate this application and may jeopardize my enrollment and/or result in my dismissal. Loyola University Chicago reserves the right to request proof or validation of any information provided by applicants for admission.

 Applicant's Signature

 Date

Request for Transcripts U.S. Institutions



Preparing people to lead extraordinary lives

To be completed by the Applicant:

Please complete and submit this form to your college or university registrar. For questions, please e-mail us at scpsapp@luc.edu.

Name _____
Last or Family Name First Middle Previous or Other Surname(s)

Social Security Number _____ - _____ - _____

School _____

Dates of Enrollment _____ Degree and Year _____

I authorize the release of a transcript of my academic record to Loyola University Chicago.

Signature _____ Date _____

Address _____
Number and Street

City _____ State _____ Zip/Postal Code _____ Country _____

To the Registrar:

This person is applying for admission to Loyola University Chicago. Please enclose this form along with one transcript in an official school envelope and mail to:

Professional Enrollment Management
Loyola University Chicago
820 N. Michigan Avenue
Lewis Towers, Suite 800
Chicago, Illinois 60611

Be sure to include instructions on how to interpret the transcript and an explanation of your grading system. If a copy of the student's academic record cannot be released, please indicate the reasons. For questions, please e-mail us at scpsapp@luc.edu.

Thank You.

Letter of Recommendation



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To the Applicant for the Certificate in Paralegal Studies:

Please complete the top portion of this form and submit to your recommender.

Name _____
Last Name First Name Middle Initial Previous or Other Surname(s)

Address _____
Number and Street

City State Zip/Postal Code Country

E-Mail Address _____

Federal law permits Loyola students to inspect recommendations, unless the student waives that right. If you wish to waive your right to examine the recommendations sent on your behalf, please sign below.

Applicant's Signature _____ Date _____

To the Recommender:

Thank you for your willingness to write a letter of recommendation for the applicant named above who is applying to the Institute for Paralegal Studies program at Loyola University Chicago. Please fill in the information requested. For the narrative portion of your recommendation, please use letterhead with the name, address and phone number of your institution or place of employment.

Recommender's Name _____

Title _____ Degree _____

Institution/Employer _____

Location _____ Telephone _____

E-Mail Address _____

In your letter, please give your personal assessment of the applicant's ability to pursue work in the chosen field. Include any outstanding characteristics of the applicant, as well as any weaknesses or limitations. **Please attach this form to your letter.**

How long have you known the applicant? _____

In addition to your letter, please provide us with an overall rating of the applicant.

- I strongly recommend
- I recommend
- I recommend with some reservation
- I do not recommend

Please mail your recommendation to:

Professional Enrollment Management
Loyola University Chicago
820 N. Michigan Avenue
Lewis Towers, Suite 800
Chicago, Illinois 60611

Recommendations may also be submitted by e-mail, without this form, to scpsapp@luc.edu.