ONLINE PARALEGAL STUDIES CERTIFICATE:
The flexible and hands-on format of the Duke Paralegal Studies Online Program provides students with the skills and training to enter the field as a paralegal. Ideal for those seeking a career change, the comprehensive program offers quality learning geared towards working adults. Gain real world experience and attract attention from employers with a certificate in Paralegal Studies.

WHY BECOME A DUKE PARALEGAL?
• Learn the scope of the legal system with your instructor who is a licensed, experienced attorney. Your assigned instructor provides personalized feedback, support, and assistance throughout the program.
• Utilize a variety of learning resources including textbooks, online lecture notes, and tutorials. Master the legal writing skills and the research engines LexisNexis and Westlaw.
• Challenge yourself with a comprehensive curriculum that starts with basics; the profession, legal terminology, and law office etiquette. Develop your legal writing and research skills while learning about litigation, forms, ethics, and the state and federal court structures. Focus in substantives area of law by choosing two of four electives to customize your certificate.

CONVENIENT ONLINE DELIVERY:
Enjoy the flexibility of a truly student-driven, self-paced online format. With one year to complete the program, Duke Paralegal Online students can complete their studies at their own pace, with no assignment deadlines or specific days that you must be logged on. Learn when it is best for you, with 24-7 support resources in your customized virtual classroom; you are in control of your progress.

LEARN MORE:
www.learnmore.duke.edu/certificates/paralegal_online/
onlineparalegal@duke.edu
(919) 684-6259
GAIN THE CONFIDENCE & KNOWLEDGE TO SUCCEED

“Going back to school was somewhat daunting. After my first week with the Duke program, I knew it was one of the best decisions of my life. The ‘real world’ education style that utilizes the combination of resources gave me the flexibility I needed with no sacrifice in quality. The textbooks and online modules are first-rate, stimulating and challenging. My instructor was always there to support me and answer all my questions. Go Duke!”

REQUIREMENTS:
• Associate’s or Bachelor’s degree is required (in any subject).
  Upon notification of admission to the program, an official sealed transcript must be submitted.
• Be at least 18 years of age.
• Possess word processing and internet skills.
• Have an email account and regular access to a computer.
• Be fluent in the English language (including reading and writing).
• Upon notification of admission to the program, be able to pay the tuition fee in full.

HOW TO GET STARTED:
Admission is competitive and discretionary; submitting an application does not guarantee admission.
• Visit the website and test drive the course before you start. Review the website details and then begin your application.
• Submit the online application and pay the $25 application fee. Applications are accepted at any time.
• Submit your supplemental documents
  o Résumé
  o Reference Letter
  o Signed Program Policy (will be mailed upon application)
  o Official college transcripts
• Register, pay tuition, order textbooks (upon acceptance)

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