PARALEGAL STUDIES CERTIFICATE:

The comprehensive, skill-based format of the Duke Paralegal Program provides students with practical training in preparation for the workplace. Prepare for the NC Paralegal Certification exam and join the network of hundreds of Duke Paralegals who have completed the program since 2003:

• Learn from multiple instructors who are licensed, experienced attorneys and specialized in their subject areas. Some of our instructors are actually former paralegals themselves.
• Create a client file that includes essential legal documents to demonstrate your legal research and writing skills to employers.
• Utilize your customized virtual classroom for study support resources that serve as a 24-7 supplement for your time outside of the classroom.

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.

NORTH CAROLINA BAR QUALIFIED

Duke University’s Classroom-based Paralegal Program has been designated as qualified and meets the NC State Bar standards for paralegal education. Students who successfully complete the Duke Program will be eligible to apply for the certification exam to be administered by the State Bar twice a year. For pass rates and more information, visit the NC Paralegal Certification website at: www.nccertifiedparalegal.org

LEARN MORE:

www.learnmore.duke.edu/certificates/paralegal_classroom/
paralegal@duke.edu
(919) 684-6259
GAIN THE CONFIDENCE & KNOWLEDGE TO SUCCEED

“Duke’s rigorous paralegal program prepared me well for my job. The teachers really cared that we learned the material thoroughly and held us to high standards. I'm proud to say I'm a Duke Paralegal Program graduate. The Duke name led to interviews but it was the solid class work that landed me the job.”

SCHEDULE

The Duke Paralegal program is offered on Duke’s campus in Durham, NC three times per year. In the fall and spring, a five month program is available in an evening and weekend format, which is conducive for working adults. An intensive six week program is available each summer from Mid-May through early July. A detailed schedule of upcoming programs is available on the website.

HOW TO GET STARTED:
Admission is competitive and discretionary; submitting an application does not guarantee admission.

- Submit the online application during the application period and pay the $25 non-refundable application fee.
- Submit your supplemental documents
  - Résumé
  - Reference Letter
  - Signed Program Policy (will be mailed upon application)
  - Official college transcripts
- Register, pay tuition, order textbooks (upon acceptance)

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