



Application for Certificate Programs

Office of Undergraduate Admission

8 Ashburton Place

Boston, MA 02108

TEL: 617-573-8460 FAX: 617-557-1574 Email: admission@suffolk.edu

NAME: _____

MAILING ADDRESS: _____

SOCIAL SECURITY # _____ HOME PHONE: _____

DATE OF BIRTH _____ PLACE OF BIRTH: _____

EMAIL: _____

1. Are you a U.S. citizen? YES NO If no, are you a U.S. permanent resident? YES NO
If you are a U.S. permanent resident, list your country of citizenship: _____
All permanent residents must submit a photocopy of their alien registration card (front and back).

2. PROGRAM: Paralegal Financial Planning Accounting Electronic Graphic Design

3. ENTERING DATE: Fall 20____ Spring 20____ Summer I 20____ Summer II 20____

4. Have you ever applied to Suffolk University before? Yes No If yes, when? _____
Have you ever attended Suffolk University before? Yes No If yes, when? _____

5. List below the high school from which you graduated:

HIGH SCHOOL	CITY/STATE	DATES ATTENDED	DATE OF GRADUATION
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1. _____

6. List below all colleges and other post-secondary schools you have attended, (full and/or part-time):

COLLEGE	CITY/STATE	DATES ATTENDED	DATE OF DEGREE
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1. _____

2. _____

7. Are you employed? A. YES NO B. Full-time Part-Time
Your position _____ How long employed in this position? _____
Your employer _____ Phone _____

8. Do you plan to be an applicant for Financial Aid? YES NO

If yes, you must file the SUFFOLK UNIVERSITY FINANCIAL AID APPLICATION with the Suffolk Office of Financial Aid. In addition, you must file the Free Application for Federal Student Aid. Both forms are available from the Financial Aid Office (617) 573-8470.

9. ETHNIC BACKGROUND (OPTIONAL)

1. Are you Hispanic or Latino (including Spain)? Yes No
2. Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:
 - American Indian or Alaska Native (including all Original Peoples of the Americas)
 - Asian (including Indian subcontinent and Philippines)
 - Black or African American (including Africa and Caribbean)
 - Native Hawaiian or Other Pacific Islander (Original Peoples)
 - White (including Middle Eastern)

DATE _____ SIGNATURE _____

Admissions Checklist

PARALEGAL STUDIES CERTIFICATE:

- High school transcript or GED
- Official college transcript(s) from all colleges attended
- Written recommendation from supervisor for whom you have been employed for at least two years Required only if student has fewer than 30 college credits
- Writing sample, one page double-spaced
- \$50 application fee

ACCOUNTING CERTIFICATE:

- Official college transcript(s) from all colleges attended indicating a minimum of 54 credits earned
- \$50 application fee

ELECTRONIC GRAPHIC DESIGN CERTIFICATE:

- Official high school transcript
- Official college transcript(s) from all colleges attended
- A portfolio or completion of Fundamentals of Graphic Design (ADG 100) with a minimum grade of "B"
- \$50 application fee

FINANCIAL PLANNING CERTIFICATE:

- Official College transcript(s)
- \$50.00 application fee

PERMANENT RESIDENT APPLICANTS:

- Requirements as listed above, plus,
- Photocopy of Alien Registration Card (front and back)