PRGS/SOUTHWESTERN CERTIFICATE PROGRAM
APPLICATION PROCESS SUMMARY

Students interested in admission to the Certificate Program through the Pardee RAND Graduate School (PRGS) and Southwestern Law School must complete and submit the following materials by June 1. For more information, visit www.prgs.edu/curriculum/certificate-legal-studies or www.swlaw.edu/prgscertificate.

Application Form

This application must be completed, signed and submitted to the appropriate individual listed for your current school (see right).

A current resume or CV

Letters of Recommendation

One letter of recommendation from a PRGS or Southwestern professor speaking to your interest in and fitness for the Certificate Program (Certificate in Legal Studies for PRGS students or Certificate in Public Policy for Southwestern students). Evaluators may either provide the letter of recommendation in a sealed envelope with their name signed across the flap or email their letter directly to the appropriate individual listed for the student’s current school.

Essay

An essay of 750 words or less addressing each of the following questions:

■ Why are you interested in earning a Certificate in Public Policy or Legal Studies?
■ What are your career goals and how will this certificate help you achieve those goals?
■ Which classes at PRGS or Southwestern particularly interest you as part of this program?
■ What will you bring to the classroom experience at the partner institution?

Application File at the Home Institution

Southwestern students: Authorize the Registration and Academic Records Office to transfer this form to PRGS by signing the certification statement at the end of this application.

PRGS students: Files will be pulled directly once the rest of the application is submitted.

Submit all materials to the contact listed below for your current school. Only complete application files will be considered.

For PRGS students:
Stefanie Stern
PRGS Admissions Director
stern@rand.org
(310) 393-0411, ext. 8224

For Southwestern students:
Molly Selvin
Associate Dean for Interdisciplinary Programs
mselvin@swlaw.edu
(213) 738-6624
Program Information (check one)

- I am a PRGS student applying for the Certificate in Legal Studies
- I am a first-year Southwestern student applying for the Certificate in Public Policy (only 1Ls may apply)

Personal Information

Name: ____________________________

Email: ____________________________

Phone: (__________) _______________________

Address: ____________________________

Date of Birth: ___________ / ____________ / ____________

Background Information

SOUTHWESTERN STUDENTS:

Program of study: ☐ Day ☐ Evening ☐ PLEAS (Due to the accelerated pace of their JD program, SCALE students are not eligible to apply.)

Expected graduation date: (month/year) ___________ / ____________

Law School GPA: ____________________________

Class Rank: ____________________________

Please list your co-curricular and extracurricular activities: (use an additional sheet of paper if necessary)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

PRGS STUDENTS:

Your current year at PRGS: ☐ First ☐ Second ☐ Third

PRGS GPA: ____________________________

When did you (or are you planning to) complete your qualifying exams? ___________ / ____________

Did you receive distinction in an area on your qualifying exams? ☐ Yes ☐ No

If yes, which area? ____________________________

What is your analytic concentration (optional) and/or policy specialization? ____________________________

What is your dissertation topic (if selected)? ____________________________

Are you within 10% of your On-the-Job Training (OJT) target? ☐ Yes ☐ No
**ALL APPLICANTS**

**Undergraduate Education** *(use an additional sheet of paper if necessary)*

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<th>MAJOR</th>
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**Other Graduate Education** *(use an additional sheet of paper if necessary)*

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*Southwestern applicants only:*

Please list all college calculus/math, economics and statistics courses taken and the grades earned: *(use an additional sheet of paper if necessary)*

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

GRE or GMAT Scores and Test Dates: *(if taken)*

GRE Score ____________________________ Test Date __________ / __________ / __________

GMAT Score ____________________________ Test Date __________ / __________ / __________

*(more)*
**Employment History**

Please list all the positions you currently hold or have held during the five years prior to entering PRGS or Southwestern: (use an additional sheet of paper if necessary)

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<th>COMPANY/INSTITUTION</th>
<th>YOUR TITLE/POSITION</th>
<th>SUPERVISOR'S NAME AND CONTACT INFORMATION</th>
<th>DATES OF EMPLOYMENT</th>
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**Signature**

By signing this application, I certify that the statements in this application are true and accurate. I understand that by my signature below, I authorize my home institution (PRGS or Southwestern) to share this application, my application file and my PRGS or Southwestern transcript with the partner institution (PRGS or Southwestern) as applicable. I further understand that if admitted to the PRGS/Southwestern Certificate Program, my intention is to complete all the required coursework for the Certificate in Legal Studies/Public Policy.

Signature ____________________________

Date ________________________________