

SYMPPLICITY INSTRUCTIONS FOR APPLYING TO CLINICS/PRACTICUMS

Log into Symplicity: <https://law-wnec-csm.symplicity.com/students>

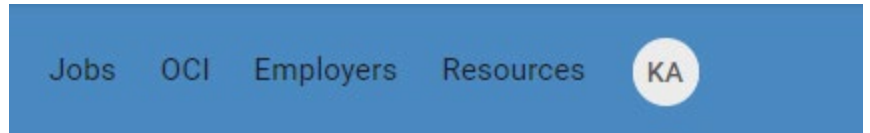
Upload the following documents:

Resume

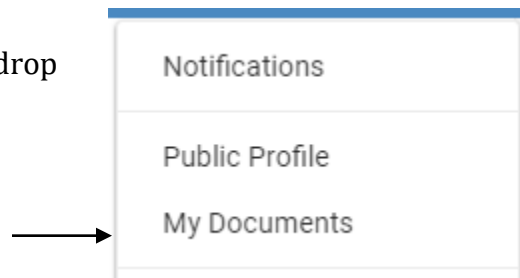
Unofficial Transcript

Completed Clinic application for **each** clinic to which you are applying.

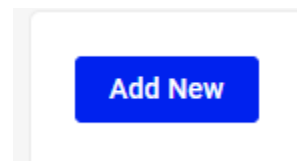
- Click on the ICON to the right of Resources



- Select My Documents from the drop down



- Click on the blue Add New Button



- Fill in the information on this screen, upload document and click submit.

When uploading your clinic applications select **other** as the document type.

Student Document

Label *

Document Type

NOTE: If you want to upload an Unofficial Transcript, [click here](#). This will replace your current transcript with the new one. You may only have one transcript uploaded at a time.

Resume

Cover Letter

Writing Sample

Other Documents

Maximum file size: 4 MB

File *

Please select your document to upload.

No file chosen

- Under Employers/Bidding tab Session Field you will see the Session titled ***Clinic/Practicum Applications Due February 26, 2025*** click on **Search**.

Session

Clinic/Practicum Applications Due February 28, 2025

Search
Clear
More Filters

- You will see a list of Clinics and Practicums that you are eligible to apply to.

	Employer	Locations Interviewing For	Interview Dates	Documents	Bidding
Review	i	Criminal Defense Practicum (Springfield, MA)	N/A (Resume Collection)		no bid ▾
Review	i	Criminal Prosecution Practicum (Springfield, MA)	N/A (Resume Collection)		no bid ▾
Review	i	Family Defense Practicum	N/A (Resume Collection)		no bid ▾

- Click on the Review button for the clinic/practicum you are applying to.

- On the right-hand side of screen under Application Details select Resume, Unofficial transcript, and check off the clinic application for which you are applying. Select Apply.

Application Details

Employer: Criminal Defense Practicum

Application : no bid ▾

Resume: Test Resume* ▾

Unofficial Transcript: transcript ▾

Other

- Documents:** crim def application
 Elder Application
 references

Apply

- You will receive an email to select an interview time at a later time.
- If you need any assistance using Symplicity, please contact Marie Fletcher at 413-782-1469 or fletcher@law.wne.edu.