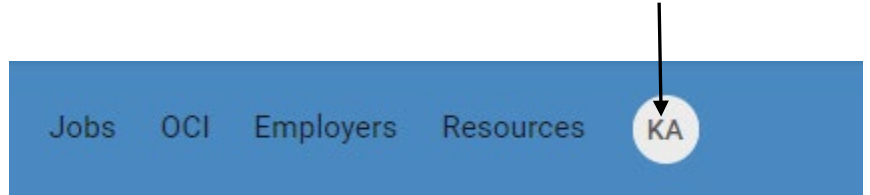


SYMPPLICITY INSTRUCTIONS FOR APPLYING TO CLINICS/PRACTICUMS

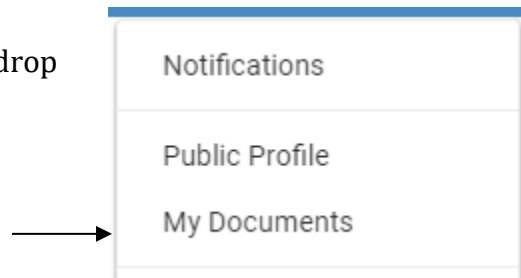
Log into Symplicity: <https://law-wnec-csm.symplicity.com/students>

- Upload the following documents:
Resume
Unofficial Transcript
Completed Clinic application for **each** clinic to which you are applying. Applications can be found in the Document Library under Resources on Symplicity.
- Instructions for uploading Documents:

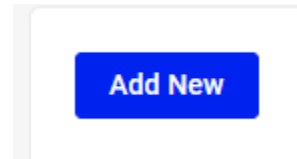
- Click on the ICON to the right of Resources



- 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

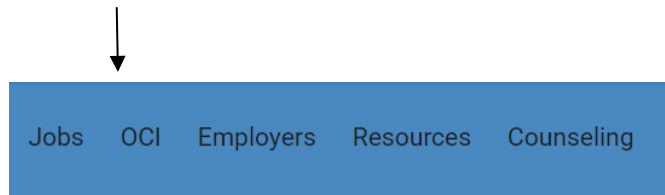
File *

Please select your document to upload.

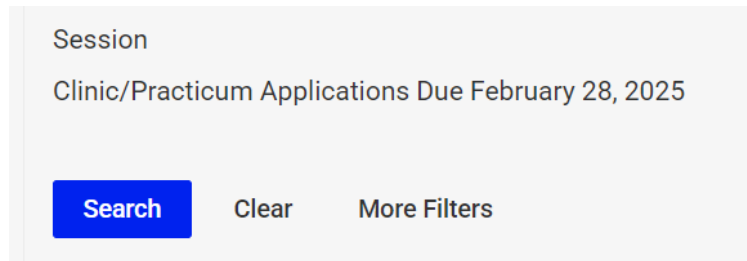
No file chosen

- To start applying:

- Click on the OCI Tab in the top toolbar.



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



- 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	Criminal Defense Practicum (Springfield, MA)		N/A (Resume Collection)		no bid <input type="button" value="v"/>
Review	Criminal Prosecution Practicum (Springfield, MA)		N/A (Resume Collection)		no bid <input type="button" value="v"/>
Review	Family Defense Practicum		N/A (Resume Collection)		no bid <input type="button" value="v"/>

- 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*

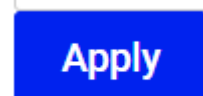
Unofficial Transcript: transcript

Other

Documents: crim def application

Elder Application

references



- 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.