

To: December 2019, May 2020 & Summer 2020 Graduates (JD, MSL, and LLM)
From: Carin N. Crain, Associate Dean for Student Affairs
Date: September 2019
Re: Your final semester at the University of Iowa College of Law

As you settle into your final semesters at the University of Iowa College of Law, you may have questions about graduation and the bar examination. For this reason, I have prepared the following list for you to consider. For some, this list is over-inclusive. For others, it is under-inclusive. Either way, I hope that it will prompt you to plan for graduation and the bar examination.

Graduation

- Graduation committee: If you want to help plan the senior banquet and graduation ceremony, please contact your classmate Maliya Rattliffe.
Recommended Completion Date: ASAP, fall *Completed Date* _____
- The Senior Banquet will be held on Thursday, May 14, 2020 at 5:00 p.m. at the Iowa Memorial Union Main Lounge.
- The College's Single Commencement Ceremony will take place on Friday, May 15, 2020 at 2:00 p.m., at the Hancher Auditorium. After the ceremony, there will be a reception for all graduates and guests at Boyd Law Building. You will receive a memo in early spring asking you about your plans for commencement.
- Make hotel and restaurant reservations for out of town guests to avoid conflicts in the spring.
Recommended Completion Date: September 30 *Completed Date* _____
- Contact Registrar Lee Seedorff with questions about graduation requirements. Check your degree audit on MyUI by selecting **Student Information** then **Degree Audit**.
Recommended Completion Date: October 15 *Completed Date* _____
- Clear delinquent accounts with the University Billing Office. Pay library fines and parking tickets. Pay December 2019, May 2020, and June 2020 bills.
Recommended Completion Date for December grads: November 30
Completed Date _____

Recommended Completion Date for May grads: April 30
Completed Date _____

- Update MyUI and the Career Services Office with your post-graduate contact information before you graduate. If your contact information changes after graduation, please update the Career Services Office with the new information.

Recommended Completion Date: April 30

Completed Date _____

- Clean out your library carrel at the end of the spring semester.

Required Completion Date: June 1

Completed Date _____

- Complete the degree application. The deadline is October 4, 2019 for December graduates and February 28, 2020 for May graduates. The form is available on MyUI. Select **Student Information**, then **Degree Application**.

Completed Date _____

- Graduation apparel information will be sent to you from Rene Schilling-Arps. During the first two weeks of May 2020, you may pick up your tam and gown from the University Book Store located at the Old Capitol Mall..

Completed Date _____

- Graduation memo: You will receive a memo outlining important graduation information and directions from the Dean's Office in early March.

Pro Bono Projects

The Citizen Lawyer Program coordinates pro bono (law-related volunteer) projects for students. If you wish to serve the community to build experience, visit the CLP website (<https://clp.law.uiowa.edu>) or talk with Dr. Brian Farrell. While the fall application deadline has passed, pro bono opportunities are typically advertised in November and January.

Boyd Service Award

Graduates who earn the **Boyd Service Award** wear honor cords at graduation and are recognized in the commencement program. Students must earn a minimum of 100 hours (at least 50 of which must be community hours) during law school to receive the award. See <https://law.uiowa.edu/pro-bono-society> for more details. Hours should be logged via Symplicity within a month of the date of service, or by the last day of final exams each semester, whichever comes first. For May graduates, all spring semester hours must be reported by mid-April. The Pro Bono Society Executive Board will announce the deadline for reporting spring 2020 hours shortly after spring break.

Lawyers & Leaders

The Citizen Lawyer Program and other Student Services departments sponsor programs of special interest to graduating seniors. The *Lawyers & Leaders* series consists of workshops, lectures, and other programs that focus on pro bono traditions, leadership development, practical lawyer and life skills, and community issues. Attendance at one *L&L* event each semester is one requirement for membership in the Pro Bono Society. The fall 2019 *L&L* programs are advertised on the CLP website and posted in BLB.

Seeking Assistance from the Career Services Office

- Starting next month, fill out your Graduate Employment Survey via Symplicity now and update it if necessary through graduation and beyond. Email CSO with your employment information. Please complete the survey even if you are still seeking employment, and include your non-uiowa.edu email address. If you will be leaving Iowa City, collect any CSO handouts that you would like to have.

Recommended Completion Date: ASAP

Completed Date _____

- If you are seeking employment and have not sought help from CSO, make an appointment today via Symplicity. Call 319-335-9011 or stop in to see Amy Huston for assistance.

Recommended Completion Date: October 1

Completed Date _____

- Create a list of your own contacts and begin contacting them for informational interviews.

Recommended Completion Date: September 30

Completed Date _____

- When you obtain employment, update the CSO. The College reports that information to the ABA and NALP. Graduate employment rates affect school rankings which can affect the college's *U.S. News and World Report* ranking.

- Remember, your CSO is always happy to assist you with your employment needs even long after you graduate. As a graduate, you can contact the CSO to review your resume or cover letter, conduct mock interviews or just chat!

- Your HawkID will remain active as long as you keep your password updated. This will help you maintain access to Symplicity, which contains alumni job postings, for as long as you need it.

Public Interest Grants

Application information will be available in *TW@IL* in April/May. These grants are available to graduating students.

Recommended Completion Date: May

Completed Date _____

Research Assistants

Complete your time records online. Verify hours by email

law-financialaid@uiowa.edu.

Recommended Completion Date: December 1 for December Graduates and May 1 for May Graduates.

Completed Date _____

Health Insurance Post Graduation

Short-term health and dental insurance is available immediately after leaving the university.

Coverage may continue for up to 12 months. You must complete the application **within 45 days of graduation.** Enroll online through MyUI. Information is available at

<http://hr.uiowa.edu/departing-students> Questions? Contact benefits-students@uiowa.edu or (319) 335-2676.

Recommended Completion Date: Within 45 days of graduation. *Completed Date* _____

Loans

- **On-line mandatory Student Loan Exit Interviews must be completed or your official academic transcript will be withheld.** To complete your Federal Direct Loan Exit Interview go online to: <https://studentloans.gov> If you need to complete an exit interview for the Federal Perkins Loan, you will receive an email directing you to ECSI's website, <http://heartlandecsi.com>. ECSI administers repayment of the Federal Perkins Loan.
Recommended Completion Date: May 1 *Completed Date* _____
- **Federal Student Loan Debt information for bar application**
If your state requires your student loan information for your bar application go online to <https://www.nsls.ed.gov/npas/index.htm>. You will need your FSA ID number.
- **Bar Exam Loan** Private Bar loans may be borrowed to finance bar exam-related expenses; the registration fee, the bar review course fee and living expenses. **Eligibility and interest rates vary by lender and are determined by your credit record.** Lenders typically include Sallie Mae, Discover, Wells Fargo and PNC. Check lender's web sites for availability. To compare interest rates and fees go to <http://www.finaid.org/calculators/loancomp.phtml> . Allow at least five weeks (more if you will need a co-signer) from the date of your application to receipt of funds. Bar exam loans are disbursed directly to the student, not through the university. If you have questions, contact the Financial Aid Office at 319-335-9142 or law-financialaid@uiowa.edu
Recommended Completion Date: Five weeks prior to when funds are needed.
Completed Date _____
- **Federal Loan Repayment, Federal Public Service Loan Forgiveness and Loan Consolidation** information is available at <https://studentloans.gov/mydirectloan/index.action>. Federal Loan Repayment and Loan Forgiveness Information meetings will be held in April and/or May. Meeting information will be available in *TW@IL*.
- **Scholarship or Grant Donor Thank You Notes** - If you received a scholarship or grant during the year, please send an email to law-financialaid@uiowa.edu to make sure you have completed your donor thank you notes.

State Bar Examinations

- If you plan to take a bar examination, the following information may be helpful to you. Please check these dates and deadlines because they may change. If your state is not listed, research application deadlines and fees early.
- A comprehensive guide to Bar Admissions Requirements is available at www.ncbex.org. In addition, all information about bar examinations, including sample questions and answers, and the subject matter outline, can be found at the above link.

Registration for the 2019 MPRE test dates is open.

- Many states require applicants to take and pass the Multistate Professional Responsibility Examination (MPRE) before taking the bar examination. Each state determines its own passing score. Check with your state for more information. Test dates and online registration for the MPRE are available at www.ncbex.org. Applicants for the July 2020 Iowa bar exam should take the November 2019 MPRE so that your score can be on file by the April 1 deadline. Applicants who fail to make the deadline must request special permission from Iowa Supreme Court.

Recommended Completion Date: September 10 *Completed Date* _____

- If you are seeking non-standard accommodations for the bar examination, submit your request now.

Recommended Completion Date: September 26 *Completed Date* _____

- If you have not already done so, and if registration is required, register as a law student with the state where you plan to take the Bar exam. In Iowa, [http://www.iowacourtsonline.org/For Attorneys/Bar Information Admissions/Bar Exam Schedule Fees Applications/](http://www.iowacourtsonline.org/For_Attorneys/Bar_Information_Admissions/Bar_Exam_Schedule_Fees_Applications/), you may register after July 1, 2019 for the February examination or December 1, 2019 for the July examination, but the fee increases from \$150 to \$250. This registration must be completed before your bar application will be processed.

Recommended Completion Date: September 30 *Completed Date* _____

- Submit your Iowa Bar Examination application: File by November 1, 2019 for the February 2020 bar exam. File by April 1, 2020 for the July 2020 bar exam. Check www.iowacourts.gov for further information or e-mail Bar.Admissions@iowacourts.gov for additional questions. The Iowa Board of Law Examiners has created a Bar Exam Checklist “to ensure that all required components are submitted with the application.”

Recommended Completion Date: February bar exam: September 1, July bar exam: January 15 *Completed Date* _____

- The Illinois bar exam is offered on the last consecutive Tuesday and Wednesday in February and July. The February 2020 examination will be administered on the 25 & 26, 2020. For the February exam, the regular filing deadline is September 15. Late filing, upon payment of sharply escalating fees, is permitted through December 15. For the July exam, the regular filing deadline is February 15. Late filing, upon payment of sharply escalating fees, is permitted through May 15.
<https://www.ilbaradmissions.org/appinfo.action?id=1>
- The Minnesota bar exam is administered on February 25 & 26, 2020 for February Examination. For the February exam, the timely filing deadline is October 15, 2019; the late filing deadline is December 3, 2019. The Minnesota bar exam is administered July 28 & 29, 2020 for July Examination. <https://www.ble.mn.gov/bar-exam/>.
- The California bar examination’s timely filing deadline for February 2020 exam is November 1, 2019; and the final filing deadline is January 15, 2020. The July California

bar exam is administered on July 28 & 29, 2020.

<http://www.calbar.ca.gov/Admissions/Examinations/Dates-Deadlines>.

- The Arizona bar February 2020 exam timely filing deadline is October 31, 2019; the late filing deadline is November 30, 2019. For the July exam, the timely filing deadline is March 30, 2020; the late filing deadline is April 30, 2020. The July 2020 Arizona bar exam is administered on July 28 & 29, 2020.
<https://www.azcourts.gov/Portals/26/admis/2012/Miscellaneous/FeesDeadlines1.pdf>.
- The Colorado bar exams are on February 25-26, 2020 and July 28-29, 2020. Application forms and applicable fees must be filed no later than November 1, 2019 for the February 2020 examination and April 1, 2020 for the July 2020 examination. (Late applications are accepted through December 1, 2019, for the February exam and through May 1, 2020 for the July exam.) Applications filed after these dates will be assessed applicable late penalty fees.
<http://www.coloradosupremecourt.com/Future%20Lawyers/ImportantDates.asp>.
- Missouri bar exam is given on the last consecutive Tuesday and Wednesday of each February and July. For the February exam, the timely filing deadline is October 1, 2019; the late filing deadline is December 31, 2019. For the July exam, the timely filing deadline is March 1, 2020; the late filing deadline is May 31, 2020.
<https://www.mble.org/appinfo.action?id=1>.
- The College sponsors early bar examination preparation activities. For example, watch for a program early in spring semester with representatives from regional boards of law examiners entitled “Character and Fitness Applications.” Representatives will respond to your questions regarding character and fitness requirements, as well as provide information and answer questions about creating the bar examination questions and scoring. Information regarding admission to the bar in other jurisdictions will also be available.
- Decide which commercial bar review course(s) to purchase and pay (not mandatory)
Recommended Completion Date: March 1 Completed Date _____
- Many of you will need a notary public to complete your bar application. These people are notary publics: Rene Arps and Dromi Etsey in the Dean’s Suite, and Mishelle Eckland and Dawn Malloy in the Legal Clinic.
- Submit Dean’s Certification Forms or Proof of Graduation Requests to Lee Seedorff in a timely manner.
- Fingerprint cards are available in the hanging files outside of the Administrative Suite. If you get your fingerprinting done at The University of Iowa Department of Public Safety office you do not need to take a fingerprint card with you. If you go to another place call ahead to determine if they have fingerprint cards available or if you need to bring one along.

- The University of Iowa Department of Public Safety offers fingerprinting for \$10. Fingerprinting hours are Monday-Friday from 8:00 a.m. – 4:00 p.m. They encourage people to call ahead. They do not provide fingerprinting services on weekends or University holidays. The Johnson County Sheriff’s Office provides fingerprinting services every Tuesday between the hours of 9:00 a.m.-4:00 p.m. for a fee of \$20. The North Liberty Police Department also provides fingerprinting services by appointment only between the hours of 9:00 a.m.-11 a.m. on Mondays and Wednesdays and 2:30 p.m.-4:00 p.m. on Thursdays for a fee of \$10. University Heights Police provides fingerprinting services by appointment only for a fee of \$10.
- Study hard, stay focused. We believe in you.

Photo Panel

- The Class Composite is an important part of graduation and is more meaningful, now and in future years, if it includes every member of the class. To make this process easy, there will be several photo sessions. The dates and times for the sessions will be announced. While walk-ins will be welcomed, sign-up sheets will be posted in the main hallway. The law school will pay half of the \$40 sitting fee. Your payment of \$20 will be charged to your U-bill and will cover the cost of the sitting, a copy of the composite, and a copy of your photo will be emailed to you. If you would like to participate, but cannot make the dates/times, you can submit a professional quality photo to Michelle Christensen, with a copyright release, and the \$20 fee will be billed to your U-Bill.

Completion Date: February 28

Completed Date _____

Email and Hawk ID Information

- Visit the following site for information regarding your University of Iowa email and Hawk ID: <https://its.uiowa.edu/graduates>. This site explains that, once you leave “The University of Iowa, you will start to lose access to some of the services offered by Information Technology Services (ITS). This web site has been designed to highlight the changes to your eligibility for ITS services as a result of your graduation.”

Recommended Completion Date: April 30

Completed Date _____

Probable Third Year Expenses

Projected Expenses are based on currently available information and is subject to change.

1. MPRE Registration Fee

- a. Timely: \$125
- b. Late: \$220

2. Bar Exam Registration Fee

a. California:

<https://www.calbar.ca.gov>

i. Examination registration: \$677.00

1. Late fee: \$50

2. Even later late fee: \$250

ii. Application for determination of moral character: \$551

1. Application for Extension of Determination of Moral Character: \$265

iii. Laptop computer fee, if applicable: \$153

1. Late fee: \$15

iv. Other miscellaneous fees – please check website

b. Iowa:

http://www.iowacourtsonline.org/For_Attorneys/Bar_Information_Admissions/Bar_Exam_Schedule_Fees_Applications/.

i. Application for the bar exam: \$550

ii. Plus law student registration fee

1. \$50 if done by Jan. 15 of 1L year

2. \$150 late registration

3. \$250 late-late registration

iii. Plus the laptop registration fee, if applicable: the fee is released after all applications are submitted, but previously the fee was \$118

c. Illinois:

<https://www.ilbaradmissions.org/appinfo.action?id=1>.

i. Timely

1. If law student registration: \$500 (for July exam - before Feb. 15th, for Feb. Exam - before Sept. 15th)

2. If no law student registration: \$950

ii. Late

1. If law student registration: \$700

2. If no law student registration: \$1150

iii. Really late

1. If law student registration: \$1000

2. If no law student registration: \$1450

iv. Plus the laptop registration fee, if applicable: \$105

<https://www.ilbaradmissions.org/notice.action>

d. Minnesota: <https://www.ble.mn.gov/rules/#12> Or see [chart](#)

i. Timely: \$600

ii. Late: \$800

iii. Laptop fee: \$100

- e. Arizona:
<https://www.azcourts.gov/Portals/26/admis/2012/Miscellaneous/FeesDeadlines1.pdf>.
 - i. Timely: \$580
 - ii. Late: \$680
 - iii. Character report: \$300
 - iv. Administrative fee: \$160
 - 1. Additional fee for in-person attendance at course on Arizona Law (fee not applicable to applicants who choose and attend the on-line version): \$200
- f. Colorado: <http://www.coloradosupremecourt.com/Future%20Lawyers/AboutBarExam.asp>.
 - i. Bar Exam Application Filing Fee: \$710
 - ii. Late: \$910
- g. Missouri: <https://www.mble.org/fee-schedule>.
 - i. Never previously registered for a Missouri bar exam and did not apply for a character and fitness report as a 1L or 2L law student:
 - 1. Postmarked or received on or before March 1 or October 1: \$910
 - 2. Postmarked or received on or before April 1 or November 1: \$1035
 - 3. Postmarked or received on or before May 1 or December 1: \$1215
 - 4. Postmarked or received on or before May 31 or December 31: \$1470
 - ii. Never previously registered for a Missouri bar exam but did apply for a character and fitness report as a 1L or 2L law student:
 - 1. Postmarked or received on or before March 1 or October 1: \$485
 - 2. Postmarked or received on or before April 1 or November 1: \$610
 - 3. Postmarked or received on or before May 1 or December 1: \$790
 - 4. Postmarked or received on or before May 31 or December 31: \$1045
- h. Fingerprinting fee: \$10-\$30
- i. Degree Application late filing fee: \$20
- j. Bar Review Course fee: discounts for early enrollment in some states.
 - i. Barbri
 - 1. Early Decision: \$2,695 tuition
 - 2. Regular Decision: \$3,995 tuition
 - ii. Kaplan
 - 1. Online course: \$2,499 tuition
 - 2. In class or online professor option: \$3,499 tuition
 - iii. Themis
 - 1. Online course: \$2,295

- k. Photo Panel fee: \$20
- l. Senior Banquet fee:
 - i. Student: \$10
 - ii. Guest: \$10
- m. Costs of entertaining out of town guests
- n. Living expenses during bar exam prep
- o. Hotel for the bar
- p. Tam and Gown: approximately \$81.

☉ Total approximate fees for Graduation and Bar Exam
Iowa: \$3,500