**To:**  **December 2023, May 2024, Summer 2024 Graduates (JD, MSL, and LLM)**

**From:**  **Carin N. Crain, Associate Dean for Student Affairs**

**Date:**  **October 2023**

**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. To assist you, I have compiled a comprehensive checklist below. For some, this list is over-inclusive. For others, it is under-inclusive. Either way, I hope it serves as a valuable resource to help you prepare 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, Samantha Savala (samantha-savala@uiowa.edu)

*Recommended Completion Date:* As soon as possible

*Completed Date*\_\_\_\_\_\_\_\_\_\_\_\_

* The Senior Banquet will be held on May 9, 2024, at 6 p.m. at the Iowa Memorial Union Main Lounge. Tickets are $20 for graduates and $25 for guests.

* The College’s Single Commencement Ceremony will take place on May 10, 2024, at 2:00 p.m. at 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:* As soon as possible Completed *Date\_\_\_\_\_\_\_\_\_\_\_\_*

* Graduation apparel information will be sent to you from the Registrar’s Office and Rene Schilling-Arps. During the two weeks prior to graduation, you may pick up your tam or mortar board, gown, hood, and tassel from the University Book Store located at the Old Capitol Mall or you may pick up your apparel at the Graduation Fair held in March at the IMU Main Lounge.

*Completed Date\_\_\_\_\_\_\_\_\_\_\_\_*

* Graduation memo: You will receive a memo outlining important graduation information and directions from the Dean’s Office in early March.
* 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 16 *Completed Date*\_\_\_\_\_\_\_\_\_\_\_\_

* Complete the degree application. The deadline is September 30, for December graduates and February 23, for May graduates. The form is available on MyUI. Select **Student Information**, then **Degree Application**.

*Completed Date\_\_\_\_\_\_\_\_\_\_\_\_*

* Clear delinquent accounts with the University Billing Office. Pay library fines and parking tickets. Pay December 2023, May 2024 and June 2024 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:* May 21 *Completed Date\_\_\_\_\_\_\_\_\_\_\_\_*

**Pro Bono Projects**

The Citizen Lawyer Program coordinates Pro Bono Projects (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, additional 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 in 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 2024 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 2023 *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 12Twenty and update changes. 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. Call 319-335-9011 or stop in to see Nathan Davis 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 12Twenty, which contains alumni job postings, for as long as you need it.

**Public Interest Grants**

Application information will be available in Law Announcements in April. These grants are available to graduating students. [law-financialaid@uiow.edu](mailto:law-financialaid@uiow.edu)

*Recommended Completion Date: May*                       *Completed Date*\_\_\_\_\_\_\_\_\_\_\_

**Research Assistants**

Complete your time records online. Verify hours by email

[law-finanicalaid@uiowa.edu](mailto:law-finanicalaid@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 are 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](mailto: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](https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit)

*Recommended Completion Date:* May 1                    *Completed Date\_\_\_\_\_\_\_\_\_\_\_\_*

**Financial Aid Information**

**Public Interest Grants**

Application information will be available in Law Announcements in April. These grants are available to graduating students. [law-financialaid@uiowa.edu](mailto:law-financialaid@uiowa.edu)

*Recommended Completion Date: May* *Completed Date*\_\_\_\_\_\_\_\_\_\_\_

**Research Assistants**

Complete your time records online. Verify hours by email [law-finanicalaid@uiowa.edu](mailto:law-finanicalaid@uiowa.edu).

*Recommended Completion Date:* December 1 for December Graduates and May 1for 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 <https://hr.uiowa.edu/benefits/departing-student-benefits>?

Contact [benefits-students@uiowa.edu](mailto:benefits-students@uiowa.edu) or (319) 335-2676.

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

**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](mailto:law-financialaid@uiowa.edu) to make sure you have completed your donor thank you notes.

**On-line mandatory Student Loan Exit Interviews must be completed**

To complete your Federal Direct Loan Exit Interview, go online to: <https://studentaid.gov/>

*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://studentaid.gov/>. You will need your FSA ID.

**Federal Loan Repayment, Federal Public Service Loan Forgiveness and Loan Consolidation** Information is available at [https://studentaid.gov/](https://studentaid.gov/Federal). Federal Loan Repayment and Loan Forgiveness Information meetings will be held in November and/or April. Meeting information will be available in *TW@IL*.

**3Ls Professional license (expenses for bar exam) $800 Allowance in cost of attendance\***

**If you are a May 2024** graduate a $800 allowance will be added to your Spring 2024 cost of attendance.

**If you are a December 2023** graduate, please contact [law-financialaid@uiowa.edu](mailto:law-financialaid@uiowa.edu) and request the $800 be added to your Fall 2023 cost of attendance.

You will see the $800 is included in the tuition and fee section on your offer but **you are not billed for this expense.** You can request an increase by sending an email to [law-financialaid@uiowa.edu](mailto:law-financialaid@uiowa.edu) if your costs exceed $800. Bar exam prep courses are not covered in this cost since prep courses are not required for the first professional license.

\*Recruiting scholarships that were awarded as tuition and/or fees will not include this $800 amount. The scholarships are reserved for the tuition and fees you are billed. Check your MyUI Tuition and Fees section for more information on your exact tuition and fee cost each semester.

**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](mailto:law-financialaid@uiowa.edu)

*Recommended Completion Date:* Five weeks prior to when funds are needed.

*Completed Date\_\_\_\_\_\_\_\_\_\_\_\_*

**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](http://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.

* 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](http://www.ncbex.org)
* If you are seeking non-standard accommodations for the bar examination, submit your request now.

*Recommended Completion Date:* July 30 *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.

<http://www.iowacourtsonline.org/For_Attorneys/Bar_Information__Admissions/Bar_Exam_Schedule_Fees__Applications/.>

This registration must be completed before your bar application is processed.

*Recommended Completion Date:* October 30  *Completed Date\_\_\_\_\_\_\_\_\_\_\_\_*

* Submit your Iowa Bar Examination application: check [www.iowacourts.gov](http://www.iowacourts.gov) for further information or e-mail [Bar.Admissions@iowacourts.gov](mailto: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.”

*Completed Date\_\_\_\_\_\_\_\_\_\_\_\_*

* 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 in the Dean’s Suite, and Mishelle Eckland in the Legal Clinic.
* Submit Dean’s Certification Forms, character and fitness requests, or Proof of Graduation Requests to Registrar Lee Seedorff [lee-seedorff@uiowa.edu](mailto:lee-seedorff@uiowa.edu) in a timely manner.
* Registrar Seedorff will send a bar survey in early January to request information on which states and dates graduating students plan to take the bar. This is required as the College of Law must track and report this information. She will send an email with a link to the survey in early January.
* 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, you do not need to take a fingerprint card with you. If you go elsewhere, call ahead to determine if you will need fingerprint cards.
* 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 319-335-5022 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.-11:00 a.m. on Mondays and Wednesdays and 2:30 p.m.-4:00 p.m. on Thursdays. Contact both of those agencies directly for more information.

**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 cover the cost of the seating and a PDF of the class composite.  If you would like to participate, but cannot make the dates/times, you can submit a professional quality photo to [Rene-Arps@uiowa.edu](mailto:Rene-Arps@uiowa.edu) with a copyright release, and the $20 fee will be billed to your U-Bill.

*Completion Date:* March 15       *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\_\_\_\_\_\_\_\_\_\_\_\_*

* Study hard, stay focused. We believe in you.

**Probable Third Year Expenses**

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

1. **MPRE Registration Fee:** [**https://www.ncbex.org/exams/mpre/registration/**](https://www.ncbex.org/exams/mpre/registration/)
   1. 2023 Test Fees and Dates: $150
      1. November 2, 2023 / November 3, 2023 (registered before September 12, 2023)
   2. 2024 Test Fees and Dates: $160
      1. March 26, 2024 / March 27, 2024 (registered before January 25, 2024)
2. **Bar Exam Registration Fee**
   1. California:

[https://www.calbar.ca.gov](https://www.calbar.ca.gov/Admissions/Examinations/California-Bar-Examination)

* + 1. Examination registration fee for 2024 is proposed to be: $850.00
       1. Late fee: $50
       2. Even later late fee: $250
    2. Application for determination of moral character: $551
       1. Application for Extension of Determination of Moral Character: $265
    3. Laptop computer fee, if applicable: was previously $153
       1. Late Laptop Computer Fee: $15
    4. Other miscellaneous fees – please check website (<https://www.calbar.ca.gov/Portals/0/documents/rules/Rules_Appendix_A_Sched-Chgs-Deadlines.pdf>, latest modified 07/31/2023)
  1. Iowa: <https://www.iowacourts.gov/opr/attorneys/admissions/admission-by-examination/bar-examination-registration#Fees>
     1. Application for the bar exam: $800
     2. Plus the laptop registration fee, if applicable: the fee is released after all applications are submitted, but previously the fee was $122.
  2. Illinois:

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

* + 1. First Filing Date
       1. If haven’t previously registered: $950 (for July exam - before Feb. 15th, for Feb. Exam - before Sept. 15th)
       2. If previously registered: $500 (for July exam - before April 30th, 2024, for Feb. Exam - before November 1st, 2023)
    2. Timely
       1. If haven’t previously registered: $1,150 (for July exam – between September 16th and November 1st, 2023, for Feb. Exam – between February 16th and April 1st, 2024)
       2. If previously registered: $850 (for July exam – Not Specified, for Feb. Exam – between November 2nd, 2023 and November 30th, 2023)
    3. Late
       1. If haven’t previously registered: $1,450 (for July exam – Not Specified, for Feb. Exam – between April 2nd and April 30th, 2024)
       2. If previously registered: N/A
    4. Plus, the laptop registration fee, if applicable (February 2024 registration fee will be $120, <https://www.ilbaradmissions.org/notice.action>)
  1. Minnesota: <https://www.ble.mn.gov/rules/#12> Or see [chart](https://www.ble.mn.gov/wp-content/uploads/2016/02/What-Amount-Do-I-Pay-flowchart.pdf) (for first-takers and not admitted to another jurisdiction)
     1. Timely: $600 (for February examination – October 15th, 2023, for July examination – March 15th, 2024)
     2. Late: $800 (or February examination – December 1st, 2023, for July examination – March 15th,2024)
     3. Plus, required laptop fee (previous registration fee was $100)
  2. Arizona: <https://www.azbaradmissions.org/appinfo.action?id=200>.
     1. Timely: $580 (for February exam – between August 15 and October 31, 2023, for July Exam – between January 15 and March 30, 2024)
     2. Late: $680 (for February exam – between November 1st and November 30th, 2023, for July Exam – between April 1st and April 30th, 2024)
     3. Character report: $300
        1. Supplemental fee if previous character report processed within last three years by Arizona: $125
     4. 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
     5. Other information: <https://www.azbaradmissions.org/ex_feesdeadlines_aO2011-141>.
  3. Colorado: <https://www.coloradosupremecourt.com/Future%20Lawyers/AboutBarExam.asp>
     1. Bar Exam Application Filing Fee: $710
     2. Late: $910 (Deadline: December 1 for the February exam, May 1 for the July exam)
  4. Missouri: <https://www.mble.org/fee-schedule>.
     1. 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: $1045
        2. Postmarked or received on or before April 1 or November 1: $1190
        3. Postmarked or received on or before May 1 or December 1: $1400
     2. 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: $560
        2. Postmarked or received on or before April 1 or November 1: $700
        3. Postmarked or received on or before May 1 or December 1: $910
     3. Laptop fee: $125
  5. University Fingerprinting fee: $10-$20
  6. University Degree Application late filing fee: $20
  7. Bar Review Course fee: discounts for early enrollment in some states.
     1. Barbri: <https://www.barbri.com/bar-review-course/bar-review-course-details/#enroll>

1. Early Decision: Starting at $1,999, $2,299, and $4,199
2. Regular Decision: $3,995 tuition
   * 1. Kaplan: <https://www.kaptest.com/bar-exam>
        1. Online course: from $1,499 (original price $2,199 with a $500 deduction) to $3,999 Bar Review Convenience Package
     2. Themis: <https://www.themisbar.com/>
        1. Online course: starting from $1,595 (visit bar review page for more details on pricing)<https://www.themisbar.com/>
   1. Photo Panel fee: $20
   2. Senior Banquet fee:
      1. Student: $20
      2. Guest: $25
   3. Costs of entertaining out of town guests
   4. Living expenses during bar exam prep
   5. Hotel for the bar
   6. Tam and Gown: approximately $95-128.

◉ Total approximate fees for Graduation and Bar Exam—Iowa: $3,00