Graduation Checklist—December 2018

This information is provided to assist all graduating students in completing requirements for graduation and admission to the Bar by the established deadlines. It is your responsibility to take care of each of the items by the deadline given! All graduation information will be updated in the glass cases outside Room 209.

_____ Complete all requirements:

**Juris Doctor Candidates:**
- _____ 88 academic credits
- _____ one course in professional responsibility
- _____ upper-level writing requirements
- _____ skills requirement

**LL.M. Candidates:**
- _____ Check with your program advisor

_____ Complete application for diploma on CaneLink. Record your name exactly the way you want it to appear on your diploma. Submit corrections as necessary as directed on the link.

_____ Complete order for cap, gown, and hood (requested on the application to graduate).

_____ Check notice boards outside of Room 209 for list of candidates (available during the last week of October). Check for correct spelling of your name, degrees, institutions attended. Only information officially contained in your file will be included. If you have earned graduate and professional degrees for which an official transcript is not on file, you must request that a transcript be sent so that degree may be recorded on the Commencement Ceremony program.

_____ Complete Professional Development Plan and submit to Natalia Marulanda, Associate Director, Career Development Office, by October 22: nmarulanda@law.miami.edu

_____ Complete application for admission to the Bar. Applications to The Florida Bar are available on the Board’s Website at: [http://www.floridabarexam.org](http://www.floridabarexam.org) One must request applications for other jurisdictions directly from those states. Check all application deadlines and filing fees. Late applicants pay more! Those who applied during the first year of law school must update their application with recent information (3L Conversion form—postmarked by November 15).

_____ Request assistance, if necessary, from Dean VanderWyden for completing the application for admission to the Bar.

_____ Be sure that all matters reported on the application to the School of Law have been disclosed. Should there is any question about such matters, contact Dean VanderWyden for a confidential conference.

_____ Apply for admission ticket to the Bar Examination by completing the proper form, giving the date of the requested sitting for the Bar Exam, attaching the photo, and sending in the fee (3L Conversion).

_____ Fingerprinting must be submitted electronically in Florida. In other jurisdictions, it may still be possible to use the standard FBI forms with fingerprinting done at the local police station. Fingerprints for Florida are acceptable if done within six months of the initial application. If you have been cleared for Florida, you have also completed the fingerprinting requirement.

_____ Apply for admission to the MPRE (Multistate Professional Responsibility Examination). Applications are available at [www.ncbex.org](http://www.ncbex.org) In Florida and in some jurisdictions, third-year students may take the MPRE before graduating from law school. Check for the application deadlines for the November 2018 or the March 2019 MPRE.

_____ Complete the authorization to release the Certificate of Dean to the Bar (Office of the Registrar, Room 210): [http://www.law.miami.edu/registrar/](http://www.law.miami.edu/registrar/) VERY IMPORTANT!!!

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_____ Order official transcript to be sent to the Bar. Use the link on the Law Registrar’s homepage: www.law.miami.edu/registrar. Indicate to hold the transcript until the degree is conferred. DO NOT check that the transcript needs to be notarized: that may delay your clearance!

_____ Schedule law school Professional Development Plan interview with Natalia Marulanda, Associate Director, Career Development Office: nmarulanda@law.miami.edu

_____ See Coordinator of Disability Services if you require special accommodations for the Bar Examination. Do this NOW! Delays may result in a denial of your request at the last moment!

_____ Log in pro bono hours completed through the HOPE Office.

_____ Attend the Commencement Meeting, November 8, 12:30-2:00 p.m., Room F209. This meeting is mandatory and lunch will be served.

_____ See Dean VanderWyden for an individual or group appointment regarding the Bar Exam procedures: wvander@law.miami.edu

_____ Attend the Bar Exam sessions, Pass the Bar Seminar, offered by Bar prep guru, Chad Noreuil. Times and place to be announced. RSVP: www.law.miami.edu/passthebar. If you plan to pass the Bar Exam, be there!

_____ See Dean Stearns in the Office of the Dean of Students for assistance in getting all grades of INCOMPLETE turned in by the appropriate professors.

_____ Pick up invitations to the reception (available in November, Office of the Dean of Students, Room 212).

_____ Watch the notice boards outside of Room 209 for information on where to pick up caps and gowns. The pick-up date will be during the second week of December.

_____ Decide whether you plan to walk in the University Commencement in December or in the School of Law Commencement in May. Inform Dean VanderWyden: wvander@law.miami.edu

_____ Participate in the Commencement Ceremony on **Thursday, December 13**, at 2:00 p.m. at the Watsco Center on campus. There is no rehearsal for the Ceremony. Report to the Field House outside the Watsco Center by 1:00 p.m. for instructions to be given to the group. The ceremony lasts approximately two hours.

_____ Enjoy the reception on **Thursday, December 13**, immediately following the Ceremony at the School of Law. Respond to the invitation with the number in your party who will attend.

_____ Assistance for persons with special needs will be available outside the Watsco Center and parking is recommended in the serpentine lot in front of the facility. Parking for all others is suggested in the Pavia Garage, convenient to the Watsco Center.

_____ Diplomas are mailed after all grades from the Fall 2018 semester are recorded on the transcripts and the degree has been conferred. Diplomas are mailed to the address of record as stated on the Application for Diploma. Use CaneLink or contact Claudia Osorio, 284-4825, to change the address to which the diploma is to be mailed.

_____ Inform your friends who never read anything or do anything in a timely manner about these necessary deadlines for graduation!

_____ Pass the Bar Exam! Keep in touch with Dean VanderWyden, Alex Schimel and Rodney Rawls for assistance along the way!

Congratulations!