**Berkeley Law 2015 FIP Program Details**

**Dates and Times**
Phase 1: Mon., Aug. 24 through Fri., Sept. 4, from 9:00 a.m. to 5:00 p.m.
Phase 2: Tues., Sept. 8 through Fri., Oct. 2, from 9:00 a.m. to 5:00 p.m.

**Location**
UC Berkeley campus

**How to Register**
1. Complete online registration via the b-Line ([https://law-berkeley-csm.smplicity.com/employers/](https://law-berkeley-csm.smplicity.com/employers/)). Your username is your email address. If you have forgotten your password, click on the Forgot my Password tab. If you have never used the b-Line, click on the Register tab. Once you are logged in, click on the “Submit Schedule Request” quick link on the home page and complete the schedule request form for the appropriate session.
2. Submit a check, made payable to “UC Regents”, for Registration Fees (for amount, see Fees information below) to Marty Grenhart at the Career Development Office (290 Simon Hall, Berkeley, CA 94720-7200), no later than August 1.

**Berkeley Law Registration Fees**

*Registration Fees*: Law firms/Corporations of:
- 51-100 attorneys (total in organization) - $675 per interview schedule, per day
- 50 attorneys or fewer (total in organization) - $325 per interview schedule, per day

There is no registration fee charged to public interest and government organizations.

*Interview Room Fees*: Unlike the fees associated with our EIW program, the registration fee amounts above include the interview room rental fee. There are no additional costs.

*Cancellation Policy*: For cancellations prior to August 1, there is a non-refundable fee of $50 for employers of 50 or fewer attorneys; $100 per schedule for employers of 51 or more attorneys. Refunds are not provided for cancellations after August 1.

**Ground Rules for Participating**

By registering to participate, employers agree to the following:

**Resumes (and cover letters, if requested) Only Prior to Interviews**
Transcripts will not be made available prior to the interview, nor do we permit employers to request that students provide them in advance. However, students will be instructed to bring transcripts, a writing sample and a list of references to the interview. You may require students to provide a cover letter in addition to their resumes in advance.

**Non-Discrimination**
By registering to participate, employers agree not to unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, disability, age or any other basis that would be unlawful if engaged in by the University of California.

**NALP Principals and Standards**
By registering to participate, all employers agree to fully adhere to the National Association for Law Placement (NALP) Principles and Standards for the Timing of Offers and Decisions ([http://www.nalp.org/fulltetofnalpprinciplesandstandards#Part_V._General_Standards](http://www.nalp.org/fulltetofnalpprinciplesandstandards#Part_V._General_Standards)), even if the employer is not a NALP member.