

*Columbia Law School Interview Program (CLSIP)***REGISTRATION INSTRUCTIONS**

CLSIP (**January 7-9, 2026**) is open to employers recruiting students in the class of 2028 for **1L Summer 2026** and/or **2L Summer 2027** positions. Interviews will be assigned through a **lottery system** and held **virtually**. Fall semester grades are expected to be available the day of your interviews.

Fees

\$800 - Full Day Schedule (22 Slots)

\$400 - Half Day Schedule (11 Slots)

Registration is now open: please log in or create an account in Symplicity. **Priority registration** is open through November 6 at 12:00PM ET. Employers who register by the priority deadline will be included in the initial list of participating employers sent to students.

On the left-hand navigation panel, click the 'OCI' tab, followed by the 'Schedule Request' tab. Scroll down until you see the 'Request a Schedule' button. Click on the below session to register:

- **2026 Columbia Law School Interview Program (CLSIP)**

Helpful hints to complete these forms in as much detail as possible are listed on page 2.

If you wish to talk through your registration, please contact Jennifer Torres at jl6185@columbia.edu.

Columbia Law School Interview Program (CLSIP)

SCHEDULE REQUEST - HELPFUL HINTS

- **Registering Office:** Choose the office for which you are requesting a schedule from the drop-down menu. If you are requesting a multi-office schedule, please see the 'Multi-Office Schedules' note below.
- **Session:** The session should default to '2026 Columbia Law School Interview Program' in the drop-down menu.
- **Multiple Office Schedules :** Click 'yes' for a firm-wide schedule. You will be prompted at the bottom of the form to select which offices the schedule should include. If any offices are not listed, please indicate this information in the additional locations box.
- **Days Required:** The number of days you would like to interview.
- **Allow Interviews w/ Multiple Offices:** For contacts submitting more than one registration. Click 'Yes' if you want students to interview separately with each office in which they are interested. Click 'No' if you only want to interview students on one schedule.
- **Interview Length:** All interviews are 20 minutes.
- **Rooms:** The number of interview schedules you would like.
- **Interview Time Spans:** Select a Full or Half day schedule (**AM: 8:40 am - 1:15 pm** or **PM: 2:05 pm - 6:45 pm**). All times in EDT. If you are in an alternate time zone and have a special time change request, please indicate this in the notes and we will be in touch with you directly to coordinate.
- **Additional Locations:** Please see the 'Multiple Offices' section above. If you are not prompted to select a specific location, please list it in this section.
- **Hiring Criteria:** Please indicate any hiring criteria; i.e. if there are any language or technical skills required.
- **Additional Document Types:** Resumes and transcripts will be provided for all interviews on Flo Recruit on the day of the interview.
- **Additional Requests:** Please use the 'Additional Requests' space to indicate any additional document requests (writing sample, undergraduate transcript, etc.), which will be provided during the interview on Flo Recruit. We do not allow employers to request cover letters.
- **Scheduling Notes:** Please use this space to notify us of any special scheduling or day-of-interview requests, e.g., accessibility requirements, late start times for interviews or any other requests our office can assist you with.
- **Position Description:** Provide a position description. Note: It is important to complete this field if your firm/office is hiring into a specific practice group or if a specific technical background is required.
- **Submit:** After you have completed the entire form, click 'Submit'.

If you need to make changes after submitting a schedule request, please contact Jennifer Torres at jl6185@columbia.edu.