CORA

Tip Sheet for Applicants

Questions?:	Contact us at cora@ncsc.org and visit our [webpage](#).
Apply Here:	Ready to apply? Click [here](#) to view available opportunities.

Profile Creation	Fill out the following fields: • First Name • Last Name • Title (we recommend you put "Applicant" or "Student" if you currently do not have a position) • Address • City, State, Zip • Phone Number • Email Address
Uploads	You will need to upload the following: • Resume • Cover Letter • Writing Samples Note: While our portal accepts PDF, Word.doc, and Word.docx documents, we recommend you PDF your resume and cover letter. Click [here](#) for a free PDF converter.
Third Party Emails	You will be asked to submit the email addresses of references for letters of recommendation(s) and transcripts. Please have this information ready when completing your application and notify your references that an email from **administrator@grantinterface.com** will be sent through the portal for their uploads. Note: For a copy of a sample email to send to third parties, please click [here](#).
Writing Samples	Writing samples are required for all clerkship opportunities unless noted. These can be memos, law review, or similar. You only need to provide one sample, but if you want to submit multiple samples showcasing your skills, we recommend combining the samples to one document.
Next Steps	Once you submit your application, both you and the court will receive a confirmation email notifying that your application has been successfully submitted. The court will review your application and contact you directly for additional next steps.

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