Checklist for students to clock pro bono hours (an SILE requirement for graduation)
Prepared by: SUSS SLAW Pro Bono Student Committee of 2026
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The purpose of this checklist is to ensure that students understand and comply with the SUSS School of Law's process to successfully complete and clock their pro bono hours, as stipulated by SILE's Pro Bono Programme requirements of the mandatory 20 hours of Approved Pro Bono Work as part of students' graduation requirements.

One of the top reasons why students may not complete their mandatory 20 hours in time for their graduation is because they have not uploaded their endorsed service letter (available under the "Resources" page of the Pro Bono portal) in a timely manner.

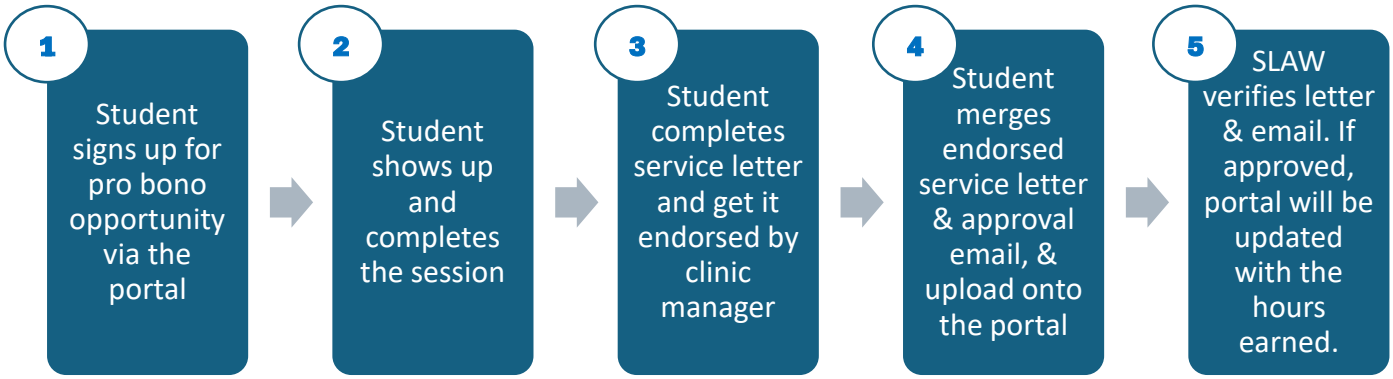
Your responsibility to clock the hours does NOT end at your attendance of the legal clinic or project. Please utilize this checklist to ensure that you successfully complete the clocking of your hours.

Checklist:

Step	Task	Check-box
1	Student signs up for and gets accepted for the pro bono opportunity (legal clinic or project), via the Pro Bono portal. If the student sources for external pro bono opportunities, they must ensure that those opportunities are SILE-approved, otherwise no pro bono hours will be approved by the SLAW school administrator.	☐
2	Student shows up for the legal clinic / project and completes it.	☐
3	Generally, the clinic manager / in-charge would ask for the service letter to be emailed to them after the clinic / project, for their endorsement. However, if the clinic manager / in-charge is on-site (for physical clinics / projects) and if instructed to obtain on-site endorsement, students should print a hardcopy of the service letter to obtain their endorsement after the end of the clinic / project. It is important for you to complete this step **timely** – a good gauge would be **1 week** after the completion of the session. Ensure that the service letter is completed accurately: (1) Host organization: MUST match the "Host organization" stated in the opportunity on the portal. (2) The hours and minutes stated in the input boxes MUST match the start time and end time as reflected in the "Description of work" box. (3) The start time and end time input into the "Description of work" box MUST match the time entered into the portal. **Failure to do the above will result in your service letter being rejected by the SLAW school administrator.**	☐

4	**<u>For softcopy service letters:</u>** Once the student receives the endorsed service letter back from the clinic manager / in-charge: (1) Merge the endorsed service letter with the email approval of the clinic manager / in-charge, and (2) Upload the merged PDF onto the Pro Bono portal. **<u>For hardcopy service letters:</u>** (1) Scan the endorsed service letter, and (2) Upload it onto the Pro Bono portal. **<u>Ensure that the size of the merged PDF file does not exceed the maximum size accepted by the portal.</u>**	☐
5	Once the merged PDF file has been uploaded successfully onto the portal, the SLAW school administrator will verify your endorsed letter for accuracy (*refer to step 3 above*), authenticity (*the clinic manager / in-charge may be contacted to confirm that the hours are accurate*), and that the completed clinic / project is SILE-approved. If there are any errors, your service letter will be **<u>rejected</u>**, and you will need to correct the discrepancies and **re-perform steps 3-4 above. Please note that this will delay the verification process and may potentially affect your graduation requirement if you are in your last semester.** Once the SLAW school administrator has completed their verification process, your hours will be accepted (if no discrepancies noted) and thereafter, updated and reflected into your student record for purpose of graduation.	☐

<u>Process flow:</u>



If you have any questions regarding this checklist, please contact the Pro Bono Student Committee at **<u>probono@suss.edu.sg</u>**.