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New York eligibility instructions

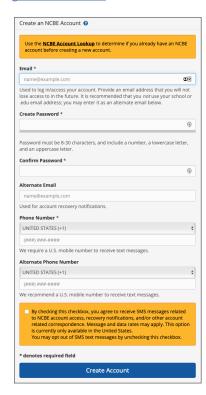
All students must apply for eligibility to take the New York Bar before sitting the exam. You should allow up to 6 months for confirmation of eligibility. It is the student's responsibility to make a timely application.

NB: The BOLE are the final arbiters of eligibility. While BARBRI will assist where possible, we can only advise applicants.

Step 1

Create a National Conference of Bar Examiners ("NCBE") account

Go to: https://accounts.ncbex.org/php/ncbe_number/
 goCreateAccount. You should see the following screen:



- The window will request a US Social Security Number or ITIN, if you do not have one, not to worry, provide your passport details.
- Upon completion of this section, a pop up should appear.
 Navigate through the pop up, checking the boxes, and filling in relevant information.
- Click on Create Profile when you reach the last window in the pop up. This will take you to the NCBE dashboard. NCBE will create a number for you. E.g. N12345678. You can use this account to obtain past papers, apply for the Multi-State Professional Responsibility Exam (MPRE), etc.

Step 2

Create a BOLE account

 Go to www.nybarexam.org. On the left-hand side, there is a grey banner, near the top of the list, click on BOLE Account.



- On the following page, click on Create BOLE Account
- After creating your account, login and scroll to the bottom to find eligibility information

Step 3

Evaluation of Academic Credentials

- After you have created a BOLE account, a window outlining how the NY BOLE assess your foreign legal credentials will appear. It may be useful to print it out and keep it for reference.
- Details of your non-US legal qualifications are needed to complete this form. Make sure that you have all details of your law degree(s) to hand.
- Follow the prompts to log into the BOLE account.
- The next screen contains another set of instructions. Once you
 are logged in, you will navigate past each window, filling out
 the relevant details and clicking Next/ Continue once each
 page is complete.
- When asked "Have you completed all of the educational/ academic requirements for admission to the Bar in your Country?" You must click "Yes"!
- Once this portion is complete, they will request that you double check and certify that all information provided is correct.
- This completes the online section of your application.

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Step 4

Sending Your Supporting Documents for Eligibility

Upon completion of the online section, the New York Board of Law Examiners will request that you supply the following documents:

a. University Transcripts

- Request a copy from your University in a sealed stamped envelope.
- Some Universities will send the documents directly to New York, others will send them out to you and you will need to forward them to New York.

NB: Do not open the transcripts before you send them to NY.

- Transcripts must be in English/ translated into English. Ensure credits are listed on the transcripts.
- It may be useful to request two sets of transcripts from the University. This way you can check that you are sending the correct document.
- If your university uses an electronic transcript system, print a copy of the transcripts, and ask your university to stamp them as a true copy. Send them in a stamped sealed envelope.
- Documents should be sent to:

NEW YORK STATE BOARD OF LAW EXAMINERS

Building 3 – Corporate Plaza 254 Washington Avenue Extension Albany NY 12203 – 519, USA

- b. Copy of your Degree Certificate
- c. Practicing Certificate OR

Your university needs to send:

- 1. Certified copy of your LLB transcript;
- 2. Certified copy of your LLB degree certificate; and
- A letter drafted on a letterhead to confirm you completed a three-year or four-year full-time, on-campus, common law degree in a common law jurisdiction. The letter should reference your BOLE ID.
- All documentation must be sent in a sealed, stamped envelope to the New York Board of Law Examiners.

NB: Please ensure any correspondence sent to the NY State Board of Law Examiners references your BOLE ID.

Step 5

Registration to sit the Bar Exam

- To sit the July exam, register between April 1st—30th. To sit the February exam, register between November 1st—30th. There are no exceptions/ late filing deadlines.
- You will need to pay a fee of \$750 by credit or debit card to the NYSBLE when completing the online registration to sit the bar exam.
- There is an option to defer your registration fee to the next sitting of the exam. You need to contact New York directly to discuss this.
- In the event you have applied for eligibility less than 6 months
 before registering to sit the exam. You may not have your
 eligibility confirmed before registration. In general, this is not
 an issue, however students should note there is a small risk
 that the \$750 would be lost if the candidate is found ineligible.

Step 6 Handwriting Sample

 The New York Board will request a handwriting sample from all students via email. This will be requested after you have registered to sit the exam in April/ November. The sample will need to be notarized by a notary public, solicitor, or other commissioner for oaths. It will then need to be sent back to the New York Board.

NB: You should seek advice from BARBRI regarding your eligibility if you have not already done so.