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”) A/C

- 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 bottom of the list, click on Forms.
- Go to Evaluation of Foreign Academic Credentials

  - On the following two pages, click on Create New BOLE Account.
  - When you reach the “Applicant Services Portal”, enter your NCBE no. Click on Create New BOLE Account (again). The website will ask you a number of questions. Fill out all the details requested. Once complete, your BOLE ID will be sent to the email address provided.
  - Click on the link in the email and follow the prompts to change your password. Once you have done this, you will have to navigate through another series of questions.

NB: In general, foreign educated lawyers should click on “Foreign law study”.

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. NB. 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.

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
d. Letter from the Solicitor’s Regulatory Authority/ Law Society of the applicable country
   • The letter should outline that you have completed the requisite legal education to become qualified in the relevant jurisdiction.
   • The requisite legal education is a Qualifying Law Degree (QLD).
   • Where candidates cannot get this letter from the regulating body (e.g. England & Wales), they should request the letter from their University.

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.