

TO: Foreign-educated LL.M. students planning to take the New York State Bar Examination in July 2013 or at a later date

FROM: Associate Director for Professional Development Elizabeth (Tibby) Fogarty Cail, Esq. and Associate Director, Graduate Tax Program, Sara Marshall

This memorandum is for BU Law LL.M. students who received their legal educations abroad and who plan to sit for the New York State Bar Examination (the “NY Bar Exam”) in July 2013 or at a later date. It includes general background information about the test; instructions on how to qualify for and apply to take the exam; details about the exam; and information about the Multistate Professional Responsibility Exam. Please do not hesitate to confer with me or, if you are in the Graduate Tax Program, with Sara Marshall, if you have any further questions after reading this Memo and the applicable bar examination websites.

## **I. Introduction**

The New York Bar is the jurisdiction of choice for most of our LL.M. graduates who decide to sit for a U.S. bar exam. Most other U.S. state jurisdictions have requirements that either preclude or make it very difficult for the foreign-trained attorney to meet eligibility requirements to sit for the bar exam. Foreign law graduates admitted to practice outside the U.S., however, should also investigate eligibility for the California Bar and the Massachusetts Bar. Information on the California and Massachusetts Bar Exams is included at the end of this Memo.

The NY Bar Exam is administered twice a year, in February and July. January graduates may be eligible to sit for the February Exam while May graduates may be eligible to sit for the July exam.

## **II. Rules for Foreign-trained LL.M.s who take the NY Bar Exam in July 2013 or at a later date**

If you are considering the NY Bar Exam, you should carefully read the information on the official website of the New York Board of Law Examiners of the State of New York (BOLE): <http://www.nybarexam.org/Default.html>. In particular, note the link to “Foreign Legal Education” on the menu on the homepage of the BOLE website: <http://www.nybarexam.org/Foreign/ForeignLegalEducation.htm>.

Please note that admission to any of our LL.M. programs does not guarantee or in any way suggest eligibility to sit for the New York or any other state's bar examination. Additionally, while we endeavor to provide accurate and up-to-date information regarding bar examination requirements, you are ultimately responsible for ensuring that your program of study fulfills all requirements for the New York bar.

Some students from common law countries may be eligible to sit for the NY Bar Exam on the basis of their first law degree. However, many students (including some from common law countries) will need both to complete the LL.M. degree and take a minimum number of credits covering particular topics as part of the degree in order to be eligible to sit for the NY Bar Exam.

The New York Court of Appeals sets forth the rules for admission of foreign-trained attorneys. Generally speaking, a foreign-trained attorney may qualify to sit for the NY Bar Exam if the following conditions are met:

- (1) The applicant must hold a “Qualifying Degree.” This means that the applicant must have “fulfilled the educational requirements for admission to the practice of law” in the foreign country. The “Qualifying Degree” must be in law and must be from a school that is accredited by the competent authority in the foreign country.
- (2) The applicant’s period of law study must be *substantially* and *durationally* equivalent to the legal education provided by an ABA-approved school in the U.S.

Most foreign-trained attorneys meet the first criteria, but not the second. However, the Court of Appeals’ rules provide a way to “cure” the deficiency in the second criteria, by way of a U.S. LL.M. degree (this provision is known as the “Cure” provision). The LL.M. degree can cure either a substantial or a durational deficiency (but not both), provided that the program of study meets certain requirements. Boston University School of Law works closely with the New York Court of Appeals and BOLE to enable otherwise qualified students to fulfill these requirements.

It is important to note that the vast majority of applicants who are denied eligibility to sit for the NY Bar Exam are denied on the basis of their education in their home country, and not on the basis of their U.S. LL.M. degree (e.g., the applicant has not fulfilled some educational requirement for admission to the bar of their home country; or the applicant’s program of study is *both* substantially and durationally insufficient, and thus cannot be remedied by the “Cure” provision; or the applicant has not submitted the proper documentation specified under the rules). For this reason, if admission to the New York bar is important to you, you are advised to submit your Advance Evaluation of Eligibility (discussed below) well in advance of applying to the LL.M. program.

**Course Requirements for the NY Bar Exam and BU Law Classes**

The “Cure” provision in Rule 520.6 requires that students take certain courses in their LL.M. degree program, as follows:

<b>“Cure” Provision Course Description</b>	<b>Corresponding BU Law Course</b>
At least two semester hours of credit in professional responsibility.	Professional Responsibility
At least two credits in a legal research, writing and analysis course.	Legal Research and Writing
At least two credits in a course on American legal studies, the American legal system or a similar course designed to introduce students to U.S. law.	Introduction to the American Legal System OR Constitutional Law
At least six credits in subjects tested on the New York State bar examination OR the New York Law Examination. <a href="http://www.nybarexam.org/Docs/CONTENTOUTLINE.pdf">http://www.nybarexam.org/Docs/CONTENTOUTLINE.pdf</a> OR <a href="http://www.nybarexam.org/UBE/CONTENT_OUTLINE_FOR_NYLC_AND_NYLE_May2015.pdf">http://www.nybarexam.org/UBE/CONTENT_OUTLINE_FOR_NYLC_AND_NYLE_May2015.pdf</a>	<i>*See below for a list of qualifying “Content Outline” courses</i>

**\*Qualifying “Content Outline” Courses at BU Law**

Based on our experience, the following classes have qualified for the “Content Outline” requirement under BOLE’s current standards:

**First Year J.D. Courses:**

- Constitutional Law
- Contracts
- Criminal Law
- Civil Procedure
- Property
- Torts

**Upper Level Courses:**

- Administrative Law
- Anatomy of a Mass Tort (*Seminar*)
- Business Law: Sales
- Business Law: Secured Transactions
- Constitutional Theory (*Seminar*)
- Corporations
- Criminal Procedure

Evidence  
Evidence for LL.M. Students (*Fundamentals Track*)  
Family Law  
Federal Civil Practice (*Seminar*)  
Federal Courts  
First Amendment  
Land Use  
Property for LL.M. Students (*Fundamentals Track*)  
Tort Policy (*Seminar*)  
Transactional Contracts for LL.M. Students  
Trusts, Wills & Basic Estate Planning

### **Graduate Banking Program and Graduate Taxation Program Students Interested in Taking the NY Bar Exam**

In the Graduate Program in Banking and Financial Law, students must take the following courses to qualify for the NY Bar Exam: (a) Introduction to the American Legal System; (b) Legal Research and Writing; (c) Professional Responsibility; (d) Corporations and (e) Uniform Commercial Code.

Foreign-trained lawyers who intend to pursue the LL.M. in Taxation are encouraged to obtain their LL.M. degree through the 32-credit Graduate Tax Program option and should meet with the Associate Director of the Graduate Taxation Program to discuss this option when they are planning their course schedules.

### **III. What You Need to Do**

First, read the following instructions on the BOLE website:

<https://www.nybarapply.org/FEVAL/>. You will learn that if you plan to take the NY Bar Exam, you need to do three things – one now, one later in the spring, and one following graduation:

#### **A. NOW: Complete the “Online Request for Foreign Evaluation of Academic Credentials” and arrange for BOLE to receive the proper supporting documents.**

1. Online Form: The first required step in the application process for all foreign educated lawyers is the submission of the Online Request for Foreign Evaluation of Academic Credentials (BOLE refers to this as the “Online Foreign Evaluation Form”) to obtain a decision on their eligibility for the NY Bar Exam. BOLE and Boston University recommend that students seek an evaluation AT LEAST ONE YEAR before you plan to sit for the exam because of the high volume of requests submitted to Board. The very latest that you can submit your documentation is six months prior to the application period of the exam you plan to take.

To meet the six month deadline for review of your documents, you must submit your Online Foreign Evaluation Form and supporting foreign documentation NO LATER THAN OCTOBER 1st of the year preceding the exam you plan to sit. Please see "VI.

Required Documentation" at  
<http://www.nybarexam.org/Foreign/ForeignLegalEducation.htm>.

\*NOTE: BOLE will not consider your Request for an Evaluation to be “complete” until it receives ALL supporting documents. **If you do not send ALL your supporting documents by October 1<sup>st</sup>, you face a substantial likelihood that BOLE will not act on your eligibility in time for the July 2016 bar exam, if it acts on it at all. Therefore, you should begin the process of obtaining these documents NOW.**

Please note that this is a lengthy and tedious process—do not wait until the last minute! If you have any questions about the process or the required documentation, you should contact BOLE directly at (518) 453-5990.

2. **Supporting Documents:** The documents required by BOLE are outlined on their website here: <http://www.nybarexam.org/Foreign/ForeignLegalEducation.htm>. Be sure to carefully read through the document descriptions and pay attention to rules related to providing English translations and submitting documents directly from the issuing institutions and/or government agencies in your home country.

PLEASE NOTE:

**BU Law cannot issue certified copies of any required foreign documents from your home country.** BOLE must receive original signed and sealed documents, or certified copies thereof, from the law schools where you actually studied abroad as well as from the relevant bar offices abroad that may have admitted you to the practice of law. While it may be difficult to obtain certified copies or original documents from your home countries, BOLE has indicated that they intend to be strict with this requirement and will not entertain any waiver based on the fact that the documents are hard to obtain. Thus, an interested applicant should use all means necessary in order to obtain the needed documents from his or her home country.

You should mail your required supporting documents, to:

NEW YORK STATE BOARD OF LAW EXAMINERS  
BUILDING # 3 – CORPORATE PLAZA  
254 WASHINGTON AVENUE EXTENSION  
ALBANY, NY 12203-5195

For your convenience, we have included a sample cover letter at the end of this Memo you can use and modify as your cover letter to BOLE.

**\*IMPORTANT NOTE\***

You do NOT need to submit the “**LL.M. Certificate of Attendance Form**” right now. This form does not need to be submitted to BOLE until after your graduation in May 2016 (details are in Part C. below)

Please don't worry if you do not hear back from BOLE within three months (while one of your classmates has). Sometimes candidates do not hear back from BOLE until quite late in the spring due to the extremely high volume of requests they receive. If, after reviewing your completed file, NY determines that your prior studies and background meet the eligibility requirements, we anticipate that the email you receive from BOLE will be similar to the sample email below:

Dear Candidate:

The New York State Board of Law Examiners has completed its review of your foreign credentials in connection with your request for an advance evaluation of your eligibility to sit for the New York State bar examination under Section 520.6 of the Rules of the Court of Appeals for the Admission of Attorneys and Counselors at Law [22 NYCRR 520.6]. Your foreign credentials including your foreign law school transcript has been approved by the Board. However, the Board's final decision with respect to your eligibility to sit for the New York bar examination is contingent on your submission of, and the Board's subsequent approval of, the required proof of successful completion and graduation with a qualifying LL.M. degree from an ABA-approved law school in the United States.

After careful consideration of your foreign law school transcripts we have determined that your foreign law school study is either (1) not of sufficient duration or (2) not substantively equivalent to the legal education provided by an ABA-approved law school in the United States pursuant to the requirements of Rule 520.6. However, you may cure this deficiency and qualify to sit for the New York bar examination upon presentment of proof of graduation with a qualifying LL.M. degree from an ABA-approved law school in the United States, which fully complies with all of the requirements set forth in the cure provision of Rule 520.6(b)(3).

A comprehensive review of Rule 520.6 and its LL.M. curriculum requirements may be found on the Board's website at: <http://www.nybarexam.org/Foreign/ForeignLegalEducation.htm>. We urge you to carefully review Rule 520.6 and the information located in the Foreign Legal Education section of the Board's website to insure that the LL.M. program that you have completed, or which you are currently pursuing, or which you plan to enroll in, fully satisfies the requirements of Rule 520.6 before you submit an application and the requisite fee to sit for the New York State bar examination.

After you have graduated from the LL.M. program at an ABA-approved law school in the United States you must request your law school to send to the Board the following: (1) a final official transcript and (2) the completed LL.M. Certificate of Attendance Form, which you may download at: <http://www.nybarexam.org/Docs/LLMCertificateofAttendanceForm.pdf>.

Upon the Board's receipt and approval of the required documentation of your qualifying LL.M. degree, you will be notified by email regarding the Board's final determination of your eligibility to sit for the New York bar examination.

**DON'T PANIC WHEN YOU RECEIVE THIS EMAIL. IT  
SIMPLY MEANS THAT YOU NEED TO FINISH THE LL.M. PROGRAM!**

**B. EARLY IN THE SPRING SEMESTER: Submit a complete application to BOLE, and pay the \$750 fee to take the NY Bar Exam.**

Official bar applications are made available in the spring semester and may be downloaded from the “Bar Examination” section of BOLE’s website.

You will have a limited period in which to send in your completed application. The Application Filing Periods for the February and July exams are as follows:

For the February Exam:	November 1-30 prior to the exam
For the July Exam:	April 1-30 prior to the exam

Keep on the lookout for deadline information from our registrar's office and the BOLE website in the early spring. The application fee to take the NY Bar Exam must be included along with the completed application.

**C. AFTER GRADUATION AND BEFORE JUNE 15<sup>th</sup>: Submit your “Handwriting Specimen” and “LL.M. Certificate of Attendance”**

- a. **Handwriting Specimen:** You can access the Handwriting Specimen form at the forms page at <http://www.nybarexam.org/forms/forms.htm>. You must print it out and complete it in the presence of a Notary Public (Cara Hebard for ALP/IP/GTP students; Lorraine Kaplan for Banking students). **DO NOT COMPLETE THIS IN ADVANCE. YOU MUST COMPLETE IT IN FRONT OF THE NOTARY. You must send this to the Board by June 15, 2016.**
  
- b. **BU Law Transcript and LL.M. Certificate of Attendance:** After you receive your LL.M. degree, BOLE needs your BU Law transcript to confirm that your LL.M. degree has cured a deficiency in your prior law studies. To arrange for this, you must download and print from the BOLE website the form labeled LL.M. Certificate of Attendance Form. On the form, you must list the courses you pursued during your LL.M. program and must indicate which courses among them are qualifying classes:  
<http://www.nybarexam.org/Docs/LLMCertificateofAttendanceForm.pdf>

Once your final bar application and has been approved, we anticipate that you will receive an email from BOLE that includes the language below:

All required documentation has been reviewed and approved. You are now eligible to sit for the July 2016 bar examination. Approximately two weeks before the examination, you will be sent an email with a link where you will be able to view and print your seat ticket. A copy of your seat ticket is necessary to gain entrance into the examination room.

**\*NEW\* Uniform Bar Exam**

- Beginning in July 2016, the Uniform Bar Exam -- the UBE -- will be administered in NY.
- It consists of the Multistate Bar Examination (MBE), the Multistate Performance Test (MPT) and the Multistate Essay Examination (MEE).

- The UBE tests knowledge of general principles of law and the skills of legal analysis and reasoning, factual analysis and communication skills – essentially, it tests the fundamental knowledge and lawyering skills that are needed to begin the practice of law.
- The UBE is uniformly administered, graded and scored, and it results in a score that can then be transferred to other UBE jurisdictions.
- <https://www.ncbex.org/exams/ube/>

**What to expect:**

- Firstly an English test for most foreign LL.M. students
- It tests your ability to memorize rules
- You won't pass by mistake: you need to study REALLY hard!
- Bar Preparation courses provide a very good, systematic, outline-like presentation of U.S. doctrine (unlike your law school classes)

**Bar Exam Preparation: Questions to Ask Exam Prep Companies**

- Are there benefits to registering early in the year?
- Can I obtain bar preparation outlines early?
- Are there bar preparation programs that start before graduation?
- Does your company offer refunds/credits if I don't pass the exam the first time?

**\*5 Additional Requirements\***

In addition to taking and passing the UBE, there are 4 additional requirements to meet for admission to New York. An applicant for admission in New York MUST ALSO:

1. Take and complete an online course in New York-specific law, known as the New York Law Course (NYLC)
2. Take and pass an online examination, known as the New York Law Exam (NYLE).
3. Comply with the 50 hour pro bono service requirement. For information regarding this requirement see: <http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml>
4. Take and pass the Multistate Professional Responsibility Examination (MPRE). For information regarding this test, see: <https://www.ncbex.org/exams/mpre/>
5. Finally, applicants must satisfy the character and fitness requirements as set forth in Court of Appeals Rule 520.12 and the rules of the various Appellate Division departments. For information regarding the admissions process, see: <http://www.nybarexam.org/Admission/Admission.htm>

**Additional Requirements: New York Law Course**

- The NYLC is currently being developed by the New York State Board of Law Examiners.
- It is anticipated that the NYLC will consist of approximately 12 hours of videotaped lectures with embedded questions. The course will be available on demand.
- The requirements and process for registration are being determined and will be posted when available.
- Applicants will be required to complete an affirmation affirming that they completed the NYLC and NYLE without assistance from anyone else and that they did not provide assistance to any other applicant.



### **Additional Requirements: New York Law Exam**

- The NYLE is also currently being developed by the Board of Law Examiners.
- The NYLE will be a 50 item multiple choice test, offered at least four times per year. The dates and times of administration will be announced when they have been determined.
- Applicants must complete the NYLC before they can take the NYLE.
- The passing score on the NYLE will be 60% (30 items correct). The NYLE will be an open book test.
- Applicants will be required to complete an affirmation affirming that they completed the NYLC and NYLE without assistance from anyone else and that they did not provide assistance to any other applicant.
- An applicant who fails the NYLE will be required to retake both the NYLC and the NYLE

### **Content on the NYLC and NYLE**

- The NYLC and NYLE will focus on important aspects of New York law that are either different from the general principles and prevailing views of the law tested on the MBE and the MEE or are unique to New York and important for the new practitioner to know.
- The Content Outline for the NYLC and NYLE is available at:  
[http://www.nybarexam.org/ube/CONTENT\\_OUTLINE\\_FOR\\_NYLC\\_AND\\_NYLE\\_May2015.pdf](http://www.nybarexam.org/ube/CONTENT_OUTLINE_FOR_NYLC_AND_NYLE_May2015.pdf)

### **Timing for NYLC and NYLE**

- It is anticipated that the NYLC and NYLE will be available as of Spring 2016.
- After that, an applicant will be permitted to take the NYLC and NYLE up to one year before and three years after the applicant first sits for the UBE, subject to the application filing deadline of Court of Appeals Rule 520.12(d). That section requires that a complete application for admission be filed within three years from the date when the applicant sits for the second day of the UBE, whether taken in New York or in another jurisdiction.
- It is important to note that a passing NYLE score expires three years after the date on which it was earned (see Rule 520.9[a][3][v]).

### **NY Bar: To Do List**

- Submit an online evaluation request
- Submit documents
- Take required courses in the Fall
- Take required courses in the Spring
- Research other requirements
- Apply for the exam in April
- Arrange for BU Law to send final LL.M. transcripts to NY after graduation
- Apply for admission after you pass the exam
- Do pro bono?

## **Bar Preparation**

Following graduation, virtually all students who plan to sit for the bar examination (including both J.D. and LL.M. students) will take a commercial bar preparation course. The various companies that offer such courses will introduce themselves to you throughout your time here at Boston University School of Law. These courses typically begin a few days after graduation and continue until just before the bar examination.

## **The Multistate Professional Responsibility Examination (MPRE)**

In addition to the Bar Examination, applicants wishing to be admitted to the New York bar must also take and pass the MPRE. The exam is offered three times a year: in November, March and August. Most LL.M. students take the MPRE in March. We strongly advise students against taking it in November; you will be too busy adjusting to your (new) LL.M. studies in the fall semester and should avoid the distraction of preparing for the MPRE. You can also take it in August, after you take the NY Bar Exam. (Students who do not pass the MPRE in March can also re-take the exam in August.) The bar preparation companies offer lectures and materials to help you prepare for the MPRE. Information regarding the MPRE is available through the National Conference of Bar Examiners: <http://www.ncbex.org/multistate-tests/mpre/>

## **The 50-Hour *Pro Bono* Requirement**

The New York Court of Appeals recently approved a rule requiring that all applicants to the New York State Bar complete 50 hours of *pro bono* legal work (the “NY Pro Bono Requirement”). This rule goes into effect for all applicants who seek admission after January 1, 2015.

Note that you DO NOT NEED TO complete the 50 hours in order to take the bar exam. However, you must have completed the 50 hours in order to seek admission after passing both the bar exam and the MPRE. You may decide to wait and see if you have passed the NY bar exam before you engage in qualifying *pro bono* work, but the NY Pro Bono Requirement must be completed before applying for admission. For the July 2016 bar exam, you will receive your bar exam results in November 2016 and that is when you will start the process of applying for admission.

LL.M. students may be able to fulfill the NY Pro Bono Requirement during their time at Boston University School of Law by participating in the law school’s *Pro Bono* Program. However, it will be impossible for us to find *pro bono* opportunities for all, or even most, of the LL.M. students who will sit for the NY bar exam. **Ultimately, it is your responsibility to find an opportunity to meet the NY Pro Bono Requirement.**

Also, it is important to note that Boston University School of Law is not the administrator of the NY Pro Bono Requirement. The administrator of the Requirement is the NY Court of Appeals. **Therefore, we cannot officially verify or confirm that a particular activity will count. *Pro bono* work that satisfies the BU Law “*Pro Bono Pledge*” will not necessarily satisfy the NY Pro Bono Requirement.**

We recommend that you contact NY directly at [ProBonoRule@nycourts.gov](mailto:ProBonoRule@nycourts.gov) with specific questions about the NY Pro Bono Requirement after carefully reviewing the NY Court of

Appeals rules available here:

<https://www.nycourts.gov/attorneys/probono/FAQsBarAdmission.pdf>

Note that, according to the information available at the link above, the NY Court of Appeals will allow work performed outside of the U.S to fulfill the NY Pro Bono Requirement, including work that is completed one year before the start of your LL.M. studies. Therefore, we strongly encourage all students coming from abroad to reach out to public interest organizations engaged in legal work in their home countries to establish a relationship that will allow students to fulfill this requirement in due course (before your LL.M. studies, during school breaks or following the bar exam). We believe that such contacts and relationships will provide the most abundant opportunities for LL.M. students to fulfill the NY Pro Bono Requirement.

### **A Note about the California and Massachusetts Bar Exams**

1. **California:** Our LL.M. programs are not intended to meet the requirements to sit for the California Bar Examination and our course offerings may not satisfy the academic requirements of the California Bar. If you are considering applying to the California Bar, you should visit the website of the California bar examiners and review their requirements for foreign-educated applicants:  
(<http://admissions.calbar.ca.gov/Education/LegalEducation/ForeignEducation.aspx>).
2. **Massachusetts:** As of July, 2010, amendments to Rule 3:01 of the Massachusetts Supreme Court and new Board of Bar Examiners Rule VI make it possible for a foreign-trained law student to sit for the Massachusetts Bar Exam. The full text of Rule 3:01 is available here: <http://www.mass.gov/bbe/barrules.pdf>.

More information on the Massachusetts eligibility requirements and supporting documentation will be provided to you during the fall semester for interested students. Please note that, unlike New York, Massachusetts **requires that you are already admitted to practice** in your foreign jurisdiction in order to take the Massachusetts Bar Exam. There are a number of other differences between Massachusetts and New York related to required LL.M. courses, the application process, and the bar exams themselves.

In order to sit for the Massachusetts Bar Exam, you **MUST** take the Constitutional Law course at BU Law and you **MUST** pass the MPRE prior to applying to sit for the exam. Thus, if you think you might want to take the Massachusetts Bar Exam at some point in the future, you should definitely take Constitutional Law and plan to take the MPRE in March. Massachusetts also allows more time for the initial eligibility request deadline. Your eligibility request for the Massachusetts Bar Exam must be submitted before **January 1, 2016** for the July 2016 bar exam.

(Model Cover Letter for Submitting Documents to BOLE)

DATE

New York State Board of Law Examiners  
Building # 3 – Corporate Plaza  
254 Washington Avenue Extension  
Albany, NY 12203-5195

Dear Board of Law Examiners:

Please accept the enclosed documents in connection with my request for an evaluation of my eligibility to take the New York Bar Exam in July 2016. I submitted the Online Foreign Evaluation Form on [DATE].

My BOLE Identification number is [ ].

I received my law degree from [YOUR COUNTRY] in [YEAR] and am currently enrolled in the [LL.M. Program in XXXXXX at Boston University School of Law].

[Banking students add: This program is a one-year, full-time 24-credit program, focusing on a broad array of commercial law topics and containing substantial U.S. statutory, regulatory and case law materials. Students in the Graduate Program study U.S. banking law and regulation, business transactions, choice of law and forum, civil procedure in international litigation and arbitration from a U.S. perspective, commercial financial documentation and selected topics of commercial law related to banking and trade.]

[American Law students add: This is a one-year, full-time 24-credit program focusing on American law topics and the U.S. legal system.]

[Tax students add: This is a 32-credit program that focuses on tax law, with latitude to pursue fundamental topics in the U.S. legal system.]

I have completed or am currently enrolled in the following classes: [LIST YOUR FALL COURSES]. In the spring, I expect to take the following classes [LIST YOUR ANTICIPATED SPRING CLASSES]. As you will note, this list includes [NUMBER] basic courses in American Law, including Introduction to the American Legal System and [NAME OTHER QUALIFYING CLASSES].

I have enclosed originals [OR DULY CERTIFIED COPIES] and English translations of the following documents for your review:

- (a) Official transcripts from (foreign law school);

(b) Degree certificate from (foreign law school); and

(c) Proof of admission to practice in (foreign country) / Proof of completion of educational requirements for admission to practice in (foreign country).

(d) Accreditation. Statement from [name of accrediting authority] that [foreign law school] was qualified and approved to confer law degrees during my period of study.

Please direct your response regarding my eligibility to the following email address: [YOUR BU EMAIL ADDRESS].

I look forward to hearing from you and thank you in advance for your assistance.

Sincerely,

[YOUR NAME]

[YOUR BOLE ID NUMBER]

Enclosures