

APPLYING FOR ADMISSION TO THE NEW YORK BAR

A Guide for Foreign-trained LLM Applicants

Congratulations – you have passed the Uniform Bar Exam (UBE) in New York! Now what?

Have you:

- ✓ Passed the Multistate Professional Responsibility Examination (MPRE)?
- ✓ Taken the NY Law Course (NYLC) and passed the New York Law Examination (NYLE)?
- ✓ Completed 50 hours of qualifying pro bono work?
- ✓ Satisfied the Skills Competency and Professional Values requirement of the NY Bar (if your LLM program began after August 1, 2018)?

If not, please see the LLM New York Bar Handbook for guidance on how to fulfill the above requirements.

If so, then you are ready to apply for admission to the New York Bar. Here are the steps:

Step One: Review all of the requirements for bar admission and the admission multi-pack

Every requirement for admission, including required documents, can be found on the New York State Board of Law Examiners (BOLE) website, which is located at:

<http://www.nybarexam.org/admission/admissionmultideptpacket.htm>

Step Two: Submit the Form Law School Certificate

You can access this form via BOLE's website (see link above) or via this link:

https://www.nybarexam.org/Admission/Part%20IV_LawSchoolCertificate_12.6.2018.pdf.

The form must be completed by both the applicant and **the Law School Registrar** (not the Office of Graduate and International Programs). It is mailed by the Registrar to New York.

You should complete and sign the applicant portion on page 1 of the certificate. If you do not have a Social Security Number, you should leave this line blank. Check the box for the appropriate Appellate Division on page 2 of the certificate (foreign-trained applicants are in the Third Department).

Once completed, send by mail or deliver in person the *original, signed* certificate to the Registrar's Office at BU School. The Registrar's Office will complete the law school portion of the certificate and mail it directly to New York.

The address of the BU Law Registrar's Office is: Boston University School of Law Registrar's Office, 5th Floor, 765 Commonwealth Avenue, Boston, MA 02215. If you have any questions for the Registrar's Office, you can contact them at (617) 353-7400 or lawreg@bu.edu.

Note: the Form Law School Certificate is different from the LLM Certificate of Attendance that you submitted prior to sitting for the bar exam.

Step Three: Submit the Application Package

Your application for admission package should include the following documents, compiled in this order:

1. A copy of the letter or notice of certification from BOLE;
2. Application for admission questionnaire;
3. Two affidavits of good moral character;
4. Employment affidavits or letters;
5. Certificates of good standing and grievance letters from any jurisdictions in which you have been admitted to practice;
6. Skills Competency Affidavit; and
7. Pro Bono Affidavit.

Below you will find a brief summary explaining how to complete each of the required documents and submit your application. When you are preparing your admission materials, be sure that you answer all questions fully, truthfully and accurately, and that your answers on each form are consistent with answers given on another form.

1. Letter or Notice of Certification

After you have successfully completed each of the required examinations (UBE, MPRE, NYLE), you will receive a letter or certification notice from the appropriate exam authority. You must include a copy of each notice with your application package.

2. Application for Admission Questionnaire

The Questionnaire can be found on BOLE's website (see link above) or via this link: https://www.nybarexam.org/Admission/Part%20I_ApplicationQuestionnaire_12.6.2018.pdf.

The questionnaire should be completed by the applicant, either by hand or by downloading the form and entering your information electronically. Sign this document in front of a notary public. The completed questionnaire with the original signature of the applicant and the notary public, must be included in the application package.

3. Original Affidavits of Good Moral Character (must submit 2)

The Affidavits of Good Moral Character can be found on BOLE's website (see link above) or via this link: https://www.nybarexam.org/Admission/Part%20II_Moral_Character_10.17.2018.pdf.

Each affidavit must be completed by a reputable person who has known the applicant for at least two years, and who is *not*: (1) someone who also completed an employment affidavit for the applicant, (2) associated with the applicants' present employer, (3) related to the applicant by blood or marriage, (4) themselves an applicant for admission, or (5) members of the faculty or administration of any law school attended by the applicant. Preferably, one affidavit should be completed by an attorney in good standing.

Affidavits should be completed by the person chosen by the applicant, and signed by that person in front of a notary public. Affidavits with original signatures should be returned to the applicant and submitted by the applicant with the application package.

4. Employment Affidavits or Letters

Employment Affidavits or Letters can be found on BOLE's website (see link above) or via: http://www.nybarexam.org/admission/Part%20III_LawRelatedEmployment_10.17.2018.pdf.

These affidavits should be completed by an applicant's supervisor or co-worker at any law-related employment (including solo practice) since the applicant turned 21 years old, or in the last 10 years, whichever period is shorter. Note: do *not* submit affidavits from any employment listed in your pro-bono compliance affidavit.

If the applicant has *not* had any-law related employment, a letter on employer letterhead from your current employer or, if not currently-employed, your most recent employer, stating (1) the nature of your services, (2) the period of your employment, (3) the reason you left, and (4) a brief evaluation of your character.

Any affidavits, if applicable, should be completed and signed in front of a notary public. A letter, if necessary, should be printed on employer letterhead and signed; it does not require a notary public. Affidavits or a letter with original signatures should be returned to the applicant and submitted by the applicant with the application package.

5. Original Certificates of Good Standing and Grievance Letters from Other Jurisdictions

These certificates only apply to applicants who are admitted to practice law in another jurisdiction must submit these materials with their application. If this applies to you, you must submit: (1) an original certificate of admission and good standing and (2) an original letter from that jurisdiction's grievance committee (or other body that governs complaints against lawyers) stating whether charges have ever been filed against you. Both documents must be dated no more than 60 days prior to submission of your application. These original documents must be submitted as part of your application package.

6. Skills Competency Affidavit

Skills Competency Affidavits can be found on BOLE's website (see link above) or via this link: http://www.nybarexam.org/admission/SKILLS_FORM_AFFIDAVIT_6.21.2018.pdf.

All applicants for admission to practice law in New York State must submit proof that they have satisfied the Skills Competency and Professional Values requirement set forth 22 NYCRR 520.18. The applicant must complete the section of this form that corresponds to the pathway under which the applicant seeks to satisfy section 520.18, and then complete the oath on page 9. If the applicant satisfies more than one pathway, they should complete all applicable sections.

7. Pro Bono Affidavit

The Pro Bono Affidavit can be found on BOLE's website (see link above) or via this link: http://www.nybarexam.org/admission/50Hour_ProBonoCertification_10.17.2018.pdf.

For each pro bono project used by the applicant to satisfy the 50-hour requirement, the applicant must complete the applicant portion of the affidavit and sign in the presence of a notary public. A supervisor for each pro bono project must complete and sign the "Supervisor Certification" section of the affidavit. Affidavits with original signatures should be returned to the applicant and submitted by the applicant with the application package.

Once you have compiled the above-listed documents, you should mail the application package to the appropriate judicial department for your application. Most LLM applications are in the Third Judicial Department of the Appellate Division in Albany. For the Third Judicial Department, the application should be sent to:

If via regular mail:

Appellate Division, Third Department
Attorney Admissions
P.O. Box 7350, Capitol Station
Albany, New York 12224-0350

If via express mail (FedEx, UPS, etc.):

Appellate Division, Third Department
Attorney Admissions
Robert Abrams Building for Law and Justice
State Street, Room 511
Albany, New York 12223
Telephone: (518) 530-3100

Completed applications are due within **3 years** from the date when the applicant sat for the second day of the Uniform Bar Examination, whether taken in New York or in another jurisdiction.

Additional instructions for completing your Application for Admission can be found at: <https://www.nybarexam.org/Admission/Admission.htm>