

# 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.

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](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](http://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) readily available. Be aware of deadlines:

Exam	Documents	Deadline
February	Online Foreign Evaluation AND all Required Foreign Documentation	May 1 of the year preceding the exam you wish to sit.
July	Online Foreign Evaluation AND all Required Foreign Documentation	October 1 of the year preceding the exam you wish to sit.

- 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.

## 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:

- University Transcripts
  - a. Request a copy from your University in a sealed stamped envelope.
  - b. 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.

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

- c. Transcripts must be in English/ translated into English. Ensure credits are listed on the transcripts.
- d. 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.
- e. 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

- Copy of your Degree Certificate
- Practicing Certificate OR

#### Your university needs to send:

- Certified copy of your LLB transcript;
- 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.
  - a. All documentation must be sent in a sealed, stamped envelope to the New York Board of Law Examiners.

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 March 1–31. To sit the February exam, register between October 1-31. 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. 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.

Contact BARBRI if you would like to discuss questions regarding your eligibility.