

# 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](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 bottom of the list, click on Forms.
- Go to [Evaluation of Foreign Academic Credentials](#)

MPRE Transfer Form (Archived)	Complete this form to transfer an archived MPRE score to another jurisdiction.	▶ Download
Evaluation of Foreign Academic Credentials	Evaluation of foreign academic credentials	▶ Link
LLM Certificate of Attendance Form <b>NEW</b>	(LLM) LLM Certificate of Attendance Form	▶ Download

- 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.**