

NYS Bar Information Session

Office of Registration Services



Columbia
Law School

TYPICAL BAR APPLICATION COMPONENTS/REQUIREMENTS

Bar Exam
Application

Certificate of
Attendance

Moral Character
and Fitness

Multistate
Professional
Responsibility
Exam (MPRE)

Official Transcripts

Fingerprinting

Handwriting
Sample

ADA Testing
Accommodations

NYS BAR EXAM APPLICATION FILING PERIOD

July

- April 1 - 30

February

- November 1 - 30

[Online Application Portal](#)

UNIFORM BAR EXAMINATION (UBE)

- Over 30 States have adopted the UBE
- Minimum passing scores vary by State
- Jurisdiction-specific component may be required for admission

NY UBE Passing Score

- **266**

NY Jurisdiction-Specific Components

- **NY Law Course** [\(NYLC\)](#)
- **NY Law Exam** [\(NYLE\)](#)

JD STUDENTS CERTIFICATE OF ATTENDANCE (PROOF OF ELIGIBILITY)

Students will be required to answer a series of curriculum questions.

NYS forwards COA form directly to Registration Services to certify.

NEW YORK STATE BOARD OF LAW EXAMINERS

LAW SCHOOL CERTIFICATE OF ATTENDANCE FORM – *Juris Doctor Applicants Only*

Corporate Plaza - Building 3 • 254 Washington Avenue Extension • Albany, NY 12203-5195 • (518) 453-5990

	COURSE	RULE	CREDITS
1	TOTAL CREDITS EARNED (OR WILL BE EARNED) UPON GRADUATION	520.3[c][1][i]	83
2	CLINICAL COURSEWORK	520.3[c][2]	0
3	FIELD PLACEMENT PROGRAMS AND EXTERNSHIPS INCLUDING CLASSROOM COMPONENT	520.3[c][3]	0
3A.	CLASSROOM INSTRUCTIONAL COMPONENT OF FIELD PLACEMENTS AND EXTERNSHIPS TAUGHT BY FACULTY MEMBER	520.3[c][3]	0
4	DISTANCE EDUCATION COURSES THAT ARE COUNTED TOWARD THE J.D. DEGREE	520.3[c][6][i]	0
5	PROFESSIONAL RESPONSIBILITY STAND-ALONE COURSES	520.3[c][11][i]	0
6	JOINT DEGREE OR OTHER NON-LAW COURSES TAUGHT OUTSIDE THE LAW SCHOOL THAT ARE COUNTED TOWARD THE J.D. DEGREE	520.3[c][12][i]	0
7	THE MONTH AND YEAR THE APPLICANT FIRST COMMENCED THE STUDY OF LAW WHETHER AT YOUR LAW SCHOOL OR AT ANOTHER LAW SCHOOL FROM WHICH THE APPLICANT RECEIVED TRANSFER CREDIT.		

Registration Services sends all documents to NYS by

June 15:

- Certified form
- Handwriting Specimen

LL.M. STUDENTS CERTIFICATE OF ATTENDANCE (PROOF OF ELIGIBILITY)

Student's responsibility to submit
form to Registration Services by
May 1

LL.M. CERTIFICATE OF ATTENDANCE FORM

Instructions: This form must be completed by foreign-educated applicants for the bar exam who are required to successfully complete an LL.M. degree at an ABA-approved law school in the United States in compliance with Section 520.6(b)(3) of the Rules of the Court of Appeals for the Admission of Attorneys and Counselors at Law. An applicant must submit the completed form to his or her ABA-approved law school for certification by an authorized official. The law school must submit this certified form and an original transcript directly to the Board **no later than February 1st** for the February examination and **no later than June 15th** for the July examination.

1. Name: _____ 2. BOLE ID: B _____

Last

First

Middle

3. ABA-Approved Law School: _____

4. I was in good and regular attendance and took and successfully completed the prescribed course of instruction at the above named law school and **duly graduated** with the degree of _____ on the ___ day of _____ 20___. *NOTE: If you have not graduated yet DO NOT complete this form. Rule 520.6 requires graduation with the LL.M degree before you may qualify to sit for the bar examination.*

5. **Attendance.** Did you complete your degree within 24 months of matriculation (i.e. the date you began your LL.M. studies)? Yes No

LAW SCHOOL CERTIFICATION

The undersigned, being a duly authorized official of _____, hereby certifies to the New York State Board of Law Examiners that all of the information contained in this form, including applicant's period of attendance, prescribed course of instruction and successful completion, is true and accurate. I further certify that the above named applicant was duly graduated from this law school with the degree of _____ on the ___ day of _____ 20__.

(Please DO NOT add the words "will be graduated" or otherwise modify the above certification clause. Court of Appeals Rule 520.6 requires graduation with the LL.M. degree before an LL.M. applicant may qualify to sit for the New York bar exam. This form should NOT be certified by the law school until the student has actually graduated.)

WITNESS my hand and seal of said Law School at _____.

(City and State)

this ___ day of _____, 20__.

(SEAL)

Signature of Dean or other official authorized to sign

Print Name of Dean or Authorized Official

Page 3 of 3

Registration Services sends all documents to NYS by
June 15:

- Certified form
- Official copy of your University transcript
- Handwriting Specimen

HANDWRITING SAMPLES

Registration Services is authorized to certify handwriting samples for bar applications that have this requirement.

Upcoming dates:

Monday,
April 6

Thursday,
April 9

Tuesday,
April 14

Wednesday,
April 22

12:00 – 2:00 PM

Lower level of William & June Warren Hall
(outside room L107)

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE)

- Administered 3 times a year (March, August & November)
- Administered on two weekdays per administration
- Computer-based exam at Pearson VUE testing centers
- New Accommodations Process

Register by
**June
25**

**Tuesday,
August 11**

OR

**Wednesday,
August 12**

Register by
**September
12**

**Friday,
October 23**

OR

**Wednesday,
October 28**

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE)

75

Minimum Passing Scores Varies By Jurisdiction

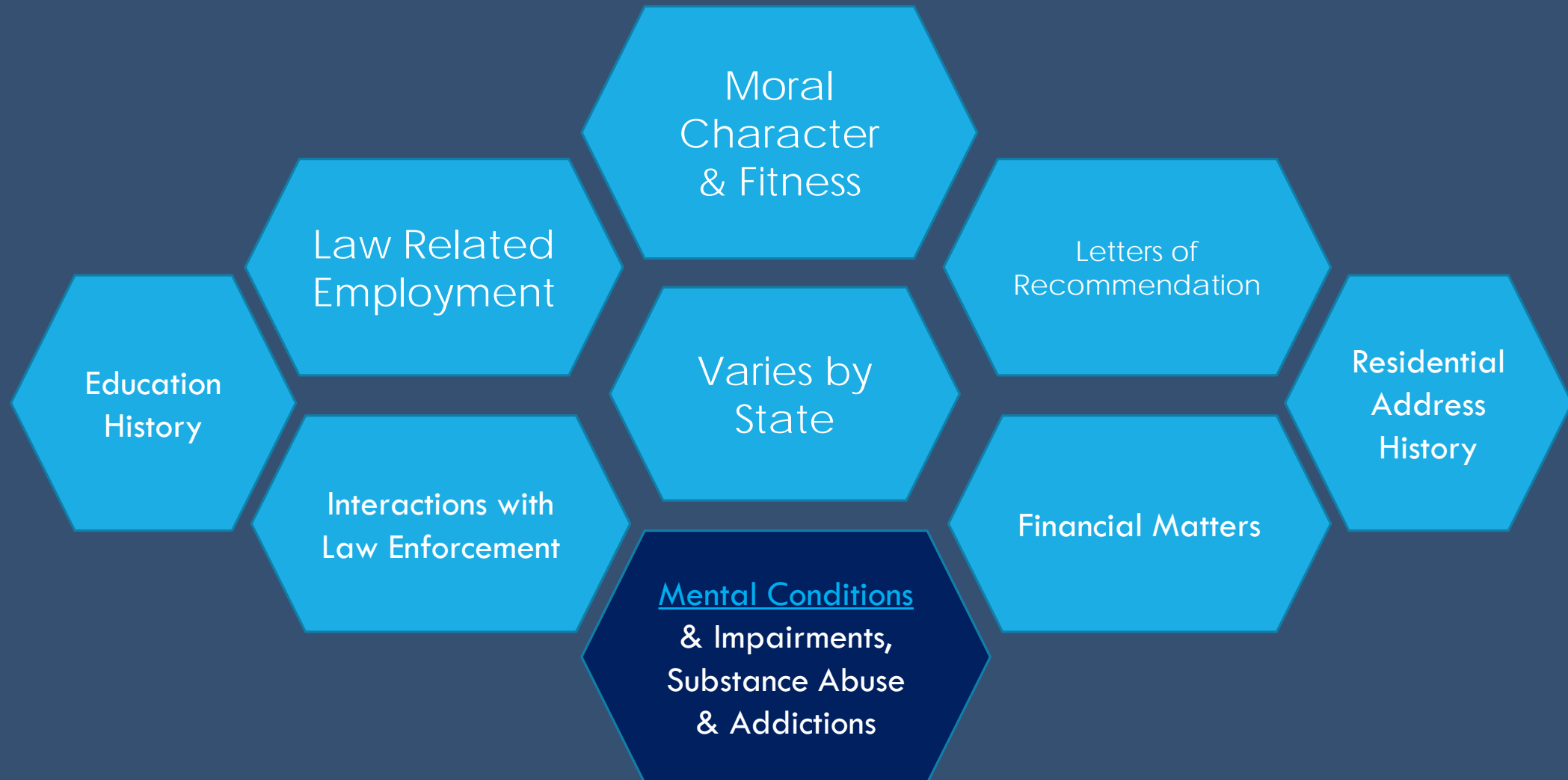
86

NY

85

APPLICATION FOR ADMISSION

Character & Fitness Application



APPLICATION FOR ADMISSION

Character & Fitness Application

Paper Application

Mail complete packet to appropriate Appellate Division:

- Provide Affidavits of all law-related employment:
 - Summer Associate employment
 - RA & TA Support for Faculty here at CLS
 - Externships & Clinics
 - Paid and Unpaid Internships
- Provide Affidavits for each pro bono project that satisfies the 50-hour requirement
- (2) original good moral character affirmations
- Skills Form Affidavit (LL.M. students: Pathway 4 or Pathway 5)

Submit these documents to Registration Services for certification:

- Form Law School Certificate (JD and LL.M. students)
- Skills Form Affidavit (JD students only: Pathway 1)

File the complete Application for Admission within three years from the date when you sat for the bar examination.

RS will mail these documents to the Appellate Division

APPLICATION FOR ADMISSION

Character & Fitness Application

Interactions with Law Enforcement

Have you ever, either as an adult or a juvenile....

- Been cited,
- Ticketed,
- Arrested,
- Taken into custody,
- Charged with,
- Indicted,
- Convicted or tried for,
- Or pleaded guilty to,

the commission of any felony or misdemeanor or the violation of any law, or been the subject of any juvenile delinquency or youthful offender proceeding?

- Traffic violations that occurred in the past 10 years
- Any alcohol or drug-related traffic violations

Need to amend your Law School application?

Who to email:

JD Students:

[Dean Yadira
Ramos-Herbert](#)

LL.M. Students:

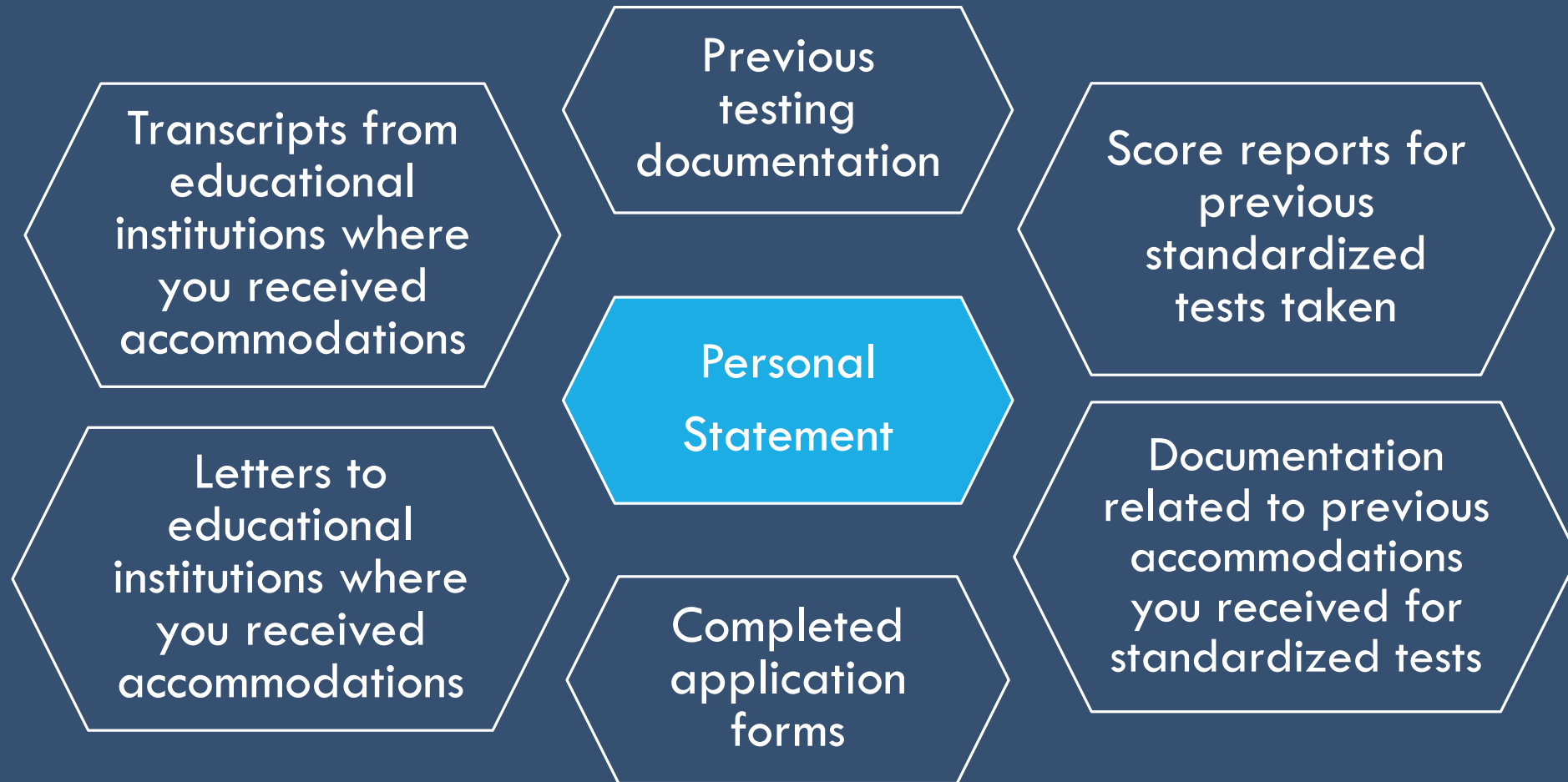
[Dean Sylvia Polo](#)

Information to include:

- Explain the incident
- Include dates
- Statement why it was omitted
- Attach supporting documentation

ADA TESTING ACCOMMODATIONS

Examples of Documentation



ADA TESTING ACCOMMODATIONS

NY (UBE)

Filing Deadline: April 30
Encouraged to file as early as 6 months prior to exam administration (February)

NYLE

Filing Deadline:
90 days prior to exam date

MPRE

Must apply prior to registering for exam.

OFFICIAL TRANSCRIPTS

- Registration Services is authorized to forward an official copy of your Columbia University transcript to the various state bar organizations.
- You do not need to make a separate request.

Notary Public

Some bar documents may need to be notarized.

Appointments can be made by contacting:

Secretariat
Mr. Dean Lance
dl2193@Columbia.edu

HELPFUL LINKS

[New York State
Board of Law Examiners](#)

[National Conference of Bar
Examiners \(NCBE\)](#)

[American Bar Association \(ABA\)](#)

[NYS Lawyer Assistance Program](#)

[Law School Admissions Council
\(LSAC\)](#)

[Registration Services](#)
Registrar@law.Columbia.edu

[Columbia Disability Services](#)
disability@columbia.edu