Instruction Sheet for the NY Bar

To establish eligibility for the bar examination, all first-time applicants under Rule 520.6 must complete an online Foreign Evaluation Form and submit other required documentation such as transcripts by the **October 1st deadline.**

Please visit [this link](#) for more detailed information.

To start your **online request for foreign evaluation of academic credentials**, follow [this link](#) and click ‘Proceed to Evaluation’ after carefully reviewing all information.

**Information Regarding Supporting Documentation:**

A. All supporting documentation must come directly from the issuing institutions and/or government agencies in a sealed envelope.

B. The documentation must consist of originals or copies certified directly by the issuing school or institution.

C. Faxed copies, photocopies certified by a notary public, and/or photocopies certified by anyone other than an official at the issuing school or institution will NOT be considered.

D. All documentation and correspondence should contain applicant’s BOLE identification number.

E. All documents become the property of the Board and will not be returned.

F. Do NOT send in any documents before you complete the online foreign evaluation as the Board does not retain documents that cannot be linked to an active BOLE account.

G. Do NOT send your documents in the same mailing envelope as another candidate.

**Required Documentation:**

1. **Official Transcript(s).** Submit a final, official transcript directly from every law school attended that includes the dates of attendance for each period of study, the courses taken and passed for each period of study, the grades, the degree awarded, and the date the degree was awarded.

2. **Degree Certificate.** If the official transcript does not clearly state the degree awarded and/or the date such degree was awarded, you must also furnish the degree certificate.

3. **Proof of fulfillment of the educational requirements for admission to the practice of law in the foreign country.**

   (a) If you are admitted to practice law in a foreign country, attach a copy of your admission certificate, OR

   (b) If you are not admitted to practice law in a foreign country, submit proof of the educational requirements for admission to practice law in your country and proof from the bar admission authorities that you have fulfilled these requirements.
4. **Accreditation.** Submit a written statement from the competent accrediting agency of your foreign government that the law school or schools you attended were recognized by them as qualified and approved throughout your period of study.

5. **LL.M. Certificate of Attendance Form.** Applicants relying on the cure provision must have his or her law school submit the LL.M. Certificate of Attendance Form directly to the State Board of Law Examiners together with an official transcript.