The New York Board of Law Examiners, operating under the New York State Court of Appeals, sets the rules for who is allowed to sit for the New York Bar Exam. Those rules include very specific conditions about mandatory courses and degrees.

All Bar-Track LL.M. students interested in qualifying should review the rules and deadlines and meet with their academic advisor to discuss their plans to take the New York Bar Exam.

|  |
| --- |
| **CREATE YOUR NATIONAL CONFERENCE OF BAR EXAMINERS (NCBE) ACCOUNT** |

When creating your **National Conference of Bar Examiners (NCBE) Account**, please make sure you enter the institution where your prior legal education was completed in the "Non-ABA-Approved Law School or Law Office Study" textbox, not the St. John’s LL.M. If you do not have a social security number, you may enter your passport number or serial number in the “National Identification Number” field and select the country that issued the passport from the “Issuing Country” dropdown menu.

*See* ***Resources >*** ***National Conference of Bar Examiners (NCBE) Account*** *for additional information.*

|  |
| --- |
| **CREATE YOUR NY BOARD OF LAW EXAMINERS (BOLE) ACCOUNT** |

After creating your NCBE account, you must create a **NY Board of Law Examiners (BOLE) Account**. All New York Bar Exam applicants must have a BOLE ID; this ID must be included on all correspondence with BOLE. You will be required to provide your NCBE Account number when creating your BOLE Account. When asked where you will complete your LL.M. degree program, please make sure you include St. John’s University, School of Law.

*See* ***Resources > NY Board of Law Examiners (BOLE) Account*** *for additional information.*

|  |
| --- |
| **REQUEST ADVANCED EVALUATION OF ELIGIBILITY** |

The first step to finding out if you qualify to sit for the New York Bar Exam with an LL.M. degree is by requesting an **Advanced Evaluation of Eligibility** from the Board of Law Examiners (BOLE). This requires submitting the Online Foreign Evaluation Form and original documentation confirming foreign credentials. This process can take up to 8 months and is not controlled St. John’s.

When completing the Online Foreign Evaluation Form, applicants must furnish the name and address of each institution where your prior legal education has been completed, dates of attendance for each semester, type of degree earned, and date degree was awarded. There is no fee associated with this request.

After submitting the Online Foreign Evaluation Form, applicants should gather all required supporting documentation, also known as “Required Foreign Documentation,” from the institutions where your prior legal education was completed. Details on required documentation (i.e., official transcripts, degree certificate) can be found [at this link](https://www.nybarexam.org/Foreign/ForeignLegalEducation.htm).

All required documentation should be sent directly to BOLE; please include your BOLE ID number in all correspondence.

**Deadlines:**

|  |  |  |
| --- | --- | --- |
| **Bar Exam Date** | **Documents** | **Evaluation Submission Deadline** |
| February | Online Foreign Evaluation and all Required Foreign Documents | May 1 of the year preceding the exam you wish to sit |
| July | Online Foreign Evaluation and all Required Foreign Documents | October 1 of the year preceding the exam you wish to sit |

*See* ***Resources > Advanced Evaluation of Eligibility*** *for additional information.*

|  |
| --- |
| **SUBMIT CERTIFICATE OF ATTENDANCE (COA)** |

If your Advanced Evaluation of Eligibility has been successfully completed and approved by BOLE, and you have graduated with the LL.M. degree or will graduate in the months preceding the Bar Exam, you must complete a **Certificate of Attendance (COA)** to apply to take the Bar Exam. The COA is **submitted electronically towards the conclusion of your LL.M. degree.**

When you log into your account in the Applicant Service Portal on the BOLE website, you will be immediately directed to the COA form upon applying for the examination. You are encouraged to have a copy of your transcript available so you will be able to complete the questions on this form.

**Deadlines:**

|  |  |
| --- | --- |
| **Bar Exam Date** | **COA Submission Period** |
| February | November 1 – November 30 |
| July | March 1 – March 31 |

All Certificate of Attendance forms submitted online to BOLE will be routed to the Law School’s Registrar to verify for accuracy and completeness *after your degree has been conferred*.

*See* ***Resources > Certificate of Attendance (COA)*** *for additional information.*

|  |
| --- |
| **APPLY TO TAKE THE UNIFORM BAR EXAM (UBE)** |

After completing your Certificate of Attendance online, your Applicant Portal will be updated to include an online application for the **Uniform Bar Exam (UBE)**. To apply for the UBE, you must provide your National Conference of Bar Examiners (NCBE) number. For information on obtaining an

NCBE number, select the tab “NCBE Account” at the NCBE website ([link here](http://www.ncbex.org/)).

At the time of UBE application, you will be asked to confirm personal information such as name and address, as well as confirmation of whether you would like to participate in the Laptop Program. The UBE Laptop Program allows you to use your personal laptop computer along with Board-designated word processing security software to type your answers to MPT and MEE questions. **This is the only opportunity you will have to elect participation in the UBE Laptop Program**. If you elect to participate in the Laptop Program, you will receive an email from ExamSoft shortly after the application period closes with instructions for purchasing the software and registering your laptop.

**Fees\*:**

* The non-refundable UBE application fee for foreign-trained attorneys is $750.00 USD.
* If participating in the Laptop Program, there is a $100.00 USD technology fee to register for the laptop software, to be paid directly to ExamSoft.

*\*As of 10/13/2023, but to be confirmed directly with BOLE/NCBE by applicant.*

**Deadlines:**

|  |  |
| --- | --- |
| **Bar Exam Date** | **UBE Application Submission Period** |
| February | November 1 – November 30 |
| July | March 1 – March 31 |

*See* ***Resources > Uniform Bar Exam (UBE) Application*** *for additional information.*

|  |
| --- |
| **APPLY FOR UBE TESTING ACCOMMODATIONS** |

It is BOLE’s policy to provide non-standard testing accommodations to applicants with disabilities for the bar examination to the extent such accommodations are timely requested, reasonable, not unduly burdensome, consistent with the nature and purpose of the examination and necessitated by the applicant's disability.

Students with approved accommodations during law school may consider applying for accommodations with BOLE. Applicants may complete the **Application/Re-Application for Testing Accommodations** online through the Applicant Services Portal ([link here](https://portal.nybarexam.org/)).

**Deadlines:**

|  |  |
| --- | --- |
| **Bar Exam Date** | **Accommodations Application Deadline (by receipt, NOT postmark)** |
| February | November 30 |
| July | March 31 |

*See* ***Resources > Testing Accommodations*** *for additional information.*

|  |
| --- |
| **COMPLETE THE NEW YORK LAW COURSE (NYLC)** |

The **New York Law Course (NYLC)** is an online, on-demand course on important and unique

principles of New York law in the following subjects: Administrative Law, Business Relationships, Civil Practice and Procedure, Conflict of Laws, Contracts, Criminal Law and Procedure, Evidence, Matrimonial and Family Law, Professional Responsibility, Real Property, Torts and Tort Damages, and Trusts, Wills and Estates. It consists of approximately 15 hours of video lectures with embedded questions. This course is free of charge.

The NYLC may be completed up to one year before or any time after the date applicant first sits for the UBE (Subject to 3 Year Rule).

*See* ***Resources > New York Law Course (NYLC)*** *for additional information.*

|  |
| --- |
| **APPLY FOR NYLE TESTING ACCOMMODATIONS** |

It is BOLE’s policy to provide non-standard testing accommodations to applicants with disabilities for the NYLE to the extent such accommodations are timely requested, reasonable, not unduly burdensome, consistent with the nature and purpose of the examination and necessitated by the applicant's disability.

Students with approved accommodations during law school may consider applying for accommodations with BOLE. Applicants may complete the **Application/Re-Application for Testing Accommodations** online through the Applicant Services Portal ([link here](https://portal.nybarexam.org/)).

**2023-24 Deadlines:**

|  |  |
| --- | --- |
| **NYLE Date** | **Accommodations Application Deadline (by receipt, NOT postmark)** |
| December 14, 2023 | November 14, 2023 |
| April 11, 2024 | January 12, 2024 |
| September 19, 2024 | June 21, 2024 |
| December 19, 2024 | September 20, 2024 |

*See* ***Resources > Testing Accommodations*** *for additional information.*

|  |
| --- |
| **PASS THE NEW YORK LAW EXAM (NYLE)** |

After completing the NYLC, applicants take the **New York Law Exam (NYLE)**. The NYLE is a 50-question, two-hour, open book, multiple choice test testing the important New York rules covered in the NYLC.

The NYLE is offered four times each year ([view dates at this link](https://www.nybarexam.org/ExamDates/ExamDates.html)). Registration for the NYLE closes 30 days before the exam date and you may not register for the NYLE before you have completed the NYLC. Therefore, it is recommended you plan to complete the NYLC more than 30 days before your preferred NYLE exam date. The passing score for the NYLE is 60%.

**Fee:** The NYLE registration fee is $29.00 USD.

*See* ***Resources > New York Law Exam (NYLE)*** *for additional information.*

|  |
| --- |
| **APPLY FOR MPRE TESTING ACCOMMODATIONS** |

MPRE candidates **must apply for accommodations and receive their determination prior to registering and scheduling a test appointment**. Accommodations CANNOT be added to an existing test appointment. A detailed explanation of the application process is provided [at this link](https://www.ncbex.org/exams/mpre/ada-accommodations/). Applications should be submitted well in advance of the desired MPRE test administration, and no later than the Recommended Submission Date for that administration.

**2023-24 Deadlines:**

|  |  |  |
| --- | --- | --- |
| **MPRE Date** | **Accommodations Submission Deadline** | **MPRE Registration Deadline** |
| March 26 or 27, 2024 | December 5, 2023 | January 25, 2024 |
| August 13 or 14, 2024 | April 24, 2024 | June 12, 2024 |
| November 7 or 8, 2024 | July 24, 2024 | September 1, 2024 |

*See* ***Resources > Testing Accommodations*** *for additional information.*

|  |
| --- |
| **PASS THE MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE)** |

The **Multistate Professional Responsibility Examination (MPRE)**, is a two-hour, 60-question multiple-choice examination that is administered three times per year ([view dates here](http://www.ncbex.org/exams/mpre/registration/)). It is required for admission to the bars of all but three U.S. jurisdictions.

Because MPRE requirements vary from one jurisdiction to another, examinees are advised to check with the bar admission agency in the jurisdiction to which they seek admission before registering for the MPRE. Passing scores are established by each jurisdiction. In New York, a score of 85 is passing.

**Fee:** The MPRE registration fee is $160.00 USD.

**2024 Test Dates\*:**

|  |  |
| --- | --- |
| **MPRE Date** | **MPRE Registration Deadline** |
| March 26 or 27, 2024 | January 25, 2024 |
| August 13 or 14, 2024 | June 12, 2024 |
| November 7 or 8, 2024 | September 1, 2024 |

*See* ***Resources > Multistate Professional Responsibility Examination (MPRE)*** *for additional information.*

|  |
| --- |
| **SATISFY THE SKILLS COMPETENCY REQUIREMENT** |

Applicants who commence their law school studies after August 1, 2016 must comply with the **Skills Competency Requirement** set forth in Section 520.18 of the Rules of the Court of Appeals.

LL.M. students may satisfy this requirement in one of three ways:

**Pathway 1: Taking classes** during the St. John’s Law LL.M. program that satisfy this requirement:

* 6 credits of skills coursework in total, covering three categories of skills:
  + Category A: Lawyering Requirement
    - Introduction to U.S. Law & Lawyering (3 credits)
  + Category B: Advanced Practice Writing
    - Drafting Practice Documents (Fall) (2 credits)
    - Drafting: Practice Documents (Spring) (2 credits)
    - Legal Research, Analysis & Writing for LL.M. III (2 credits)
    - A [J.D. course satisfying the Advanced Practice Writing Requirement](https://www.stjohns.edu/law/online-student-center/office-registrar/course-information)
  + Category C: Applied Skills Requirement
    - Introduction to Advocacy for LL.M. (1 credit)
    - Lawyering Across Borders (1 credit)
    - Transnational Practice Skills – International Business Transactions (1 credit)
    - LL.M. Externship Program (2 credits)
    - Transnational Practice Skills – International Law (1 credit)
    - A [J.D. course satisfying the Applied Skills Requirement](https://www.stjohns.edu/law/online-student-center/office-registrar/course-information)
* LL.M. students seeking to satisfy the Skills Competency Requirement through coursework should consult with their academic advisor in advance of course registration.

**Pathway 4: Proof of apprenticeship** under the conditions specified in Rule 520.18(4).  Summary of conditions:  six months; full-time; paid or unpaid; under supervision of one or more attorneys who have been admitted to practice and are in good standing in the jurisdiction where the apprenticeship occurs – this can be outside the U.S.; must start after completion of foreign law degree and prior to start of St. John’s Law LL.M.; must be with one employer only and completed within the 3-year application filing deadline.

**Pathway 5: Proof of law practice in another jurisdiction** under the conditions specified in Rule 520.18(5).  Summary of conditions: authorized to practice law in another U.S. jurisdiction, territory, or any other country; applicant has been in good standing and practiced law in that jurisdiction full-time for at least one year, or part-time for two years following authorization to practice; can be with more than one employer.

*See* ***Resources > Skills Competency Requirement*** *for additional information.*

|  |
| --- |
| **COMPLETE THE PRO BONO REQUIREMENT** |

Pursuant to [Rule 520.16](http://ww2.nycourts.gov/sites/default/files/document/files/2018-08/Rule520_16_0.pdf) of the Rules of the Court of Appeals, applicants who successfully pass the bar examination in New York State must demonstrate that they have performed **50 hours of qualifying pro bono service** before applying for admission to practice. Under the rule qualifying

pro-bono work must be law-related and includes legal services for people of “limited means,” not-for-profit organizations, individuals or groups seeking to promote access to justice, and public service in the judiciary and state and local governments. The work must be performed under the supervision of a law school faculty member, an admitted attorney in good standing, or, in the case of a court system clerkship or externship, by a judge or lawyer employed by the court system. Participation in law school clinics, externships, public interest summer fellowships do count towards the requirement. The pro bono work may be done in any state or U.S. territory, the District of Columbia, or any foreign country.

Foreign-educated candidates planning to acquire an LL.M. degree from an American Bar

Association-approved law school in the United States for the purpose of qualifying to take the New York bar examination under Court of Appeals Rule 520.6 may engage in their 50 hours of qualifying pro bono service up to one year before the commencement of the LL.M. course of study. Of course, such LL.M. candidates may perform some of all of their 50 hours of qualifying work in the United States, either during or after an LL.M. course of study. You may wish to wait until you have passed the New York bar examination before you engage in qualifying pro bono work, but the 50-hour Requirement must be completed before applying for bar admission.

An affidavit completed by the applicant and signed by the supervisor must be completed by each entity for submission to the character and fitness committee.

*See* ***Resources >*** ***Pro Bono Requirement*** *for additional information.*

|  |
| --- |
| **CONTACT INFORMATION** |

**Rachel Paras**

Senior Director of Bar Preparation, Adjunct Professor

[parasr@stjohns.edu](mailto:parasr@stjohns.edu)

**Kristie Stack**

Associate Director, LL.M. and Graduate Student Services

[stackk@stjohns.edu](mailto:stackk@stjohns.edu)

**Margie Townsend**

Associate Director, Graduate Academic Programs

[townsem1@stjohns.edu](mailto:townsem1@stjohns.edu)

**Carl Olson**

Associate Director, Graduate Admissions and Global Engagement

[olsonc@stjohns.edu](mailto:olsonc@stjohns.edu)

|  |
| --- |
| **RESOURCES** |

**General**

* Board of Law Examiners (BOLE) FAQ Guide: <https://www.nybarexam.org/thebar/NYBarExamInformationGuide.pdf>
* St. John’s Law Bar Exam Information Website: <https://www.stjohns.edu/law/online-student-center/bar-info>

**National Conference of Bar Examiners (NCBE) Account**

* NCBE Account Creation: <https://auth.ncbex.org/account/create>

**NY Board of Law Examiners (BOLE) Account**

* BOLE Account Creation: <https://portal.nybarexam.org/CreateAccount>

**Advanced Evaluation of Eligibility**

* BOLE Foreign Legal Education Guidance: <https://www.nybarexam.org/Foreign/ForeignLegalEducation.htm>
* BOLE Foreign Legal Education Handbook: <https://www.nybarexam.org/Foreign/NY%20Bar%20Exam%20Foreign%20Legal%20Education%20Handbook_6.13.2019.pdf>

**Certificate of Attendance**

* Accessing Your St. John’s Law Transcript: <https://www.stjohns.edu/online-student-center/office-registrar/registrar-resources>
* Sample Certificate of Attendance from BOLE: <https://www.nybarexam.org/Docs/LL.M%20Certifcate%20Of%20Attendance%20Form_March%2031,%202022.pdf>
* LL.M. in U.S. Legal Studies Advising Guide: <https://www.stjohns.edu/media/96496>
* LL.M. in Transnational Legal Practice Bar Pathway Advising Guide: <https://www.stjohns.edu/media/96491>
* LL.M. in Bankruptcy Advising Guide: <https://www.stjohns.edu/sites/default/files/2023-03/BANK-Advising-Guide-22-23docx-2.pdf>

**Uniform Bar Exam (UBE) Application**

* National Conference of Bar Examiners (NCBE) Website: <https://www.ncbex.org/>
* UBE Overview with Jurisdictions: <https://www.ncbex.org/jurisdictions>
* UBE ExamSoft Computer/System Requirements: <https://bar.examsoft.com/system-requirements/>

**New York Law Course (NYLC)**

* BOLE NYLC Overview: <https://www.newyorklawcourse.org/>
* Materials and Sample Questions: <https://www.nybarexam.org/Content/CourseMaterials.htm>

**New York Law Exam (NYLE)**

* Materials and Sample Questions: <https://www.nybarexam.org/Content/CourseMaterials.htm>

**Multistate Professional Responsibility Examination (MPRE)**

* Overview: <https://www.ncbex.org/exams/mpre/>
* Preparing for the MPRE: <https://www.ncbex.org/exams/mpre/preparing-mpre>

**Testing Accommodations**

UBE & NYLE:

* Accommodations Overview: <https://www.nybarexam.org/ada/ada.htm>
* Accommodations Handbook: <https://www.nybarexam.org/Docs/NTAHandBook%20LP.pdf>
* Accommodations Application Form: <https://www.nybarexam.org/Docs/NTAApplication.pdf>
* Accommodations Re-Application Form: <https://www.nybarexam.org/Docs/NTAReApplication.pdf>
* Accommodations Online Application/Re-Application Instructions: <https://www.nybarexam.org/Docs/Instructions%20For%20Submitting%20Online%20Application%20and%20Digitized%20Documents.pdf>
* Administrative Accommodations Request Form: <https://www.nybarexam.org/ada/Administrative%20Accommodation%20Form.pdf>
* Administrative Accommodations Request Form for Lactating Individuals: <https://www.nybarexam.org/ada/AFforLactading.pdf>
* General Information Concerning Appeals: <https://www.nybarexam.org/Docs/General%20Information%20Concerning%20Appeals.pdf>

MPRE:

* Accommodations Overview: <https://www.ncbex.org/exams/mpre/test-accommodations>
* Certification of Accommodations History Form: <https://www.ncbex.org/sites/default/files/2023-02/Certification-of-Accommodations-History.pdf>
* Accommodations FAQs: <https://www.ncbex.org/exams/mpre/ada-accommodations/faqs/>
* Documentation Guidelines: <https://www.ncbex.org/exams/mpre/ada-accommodations/documentation-guidelines/>
* Accommodations Privacy Policy: <https://www.ncbex.org/exams/mpre/ada-accommodations/mpre-test-accommodation-privacy-policy/>

**Skills Competency Requirement**

* LL.M. in U.S. Legal Studies Advising Guide: <https://www.stjohns.edu/media/96496>
* LL.M. in Transnational Legal Practice Bar Pathway Advising Guide: <https://www.stjohns.edu/media/96491>
* LL.M. in Bankruptcy Advising Guide: <https://www.stjohns.edu/sites/default/files/2023-03/BANK-Advising-Guide-22-23docx-2.pdf>

**Pro Bono Requirement**

* New York Courts Pro Bono Overview: <https://ww2.nycourts.gov/attorneys/probono/baradmissionreqs.shtml>
* New York State Bar Pro Bono Requirement FAQs: <https://ww2.nycourts.gov/sites/default/files/document/files/2018-07/FAQsBarAdmission_0.pdf>
* Virtual Law Help New York Pro Bono Application: <https://www.lawhelpny.org/volunteer>