

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)

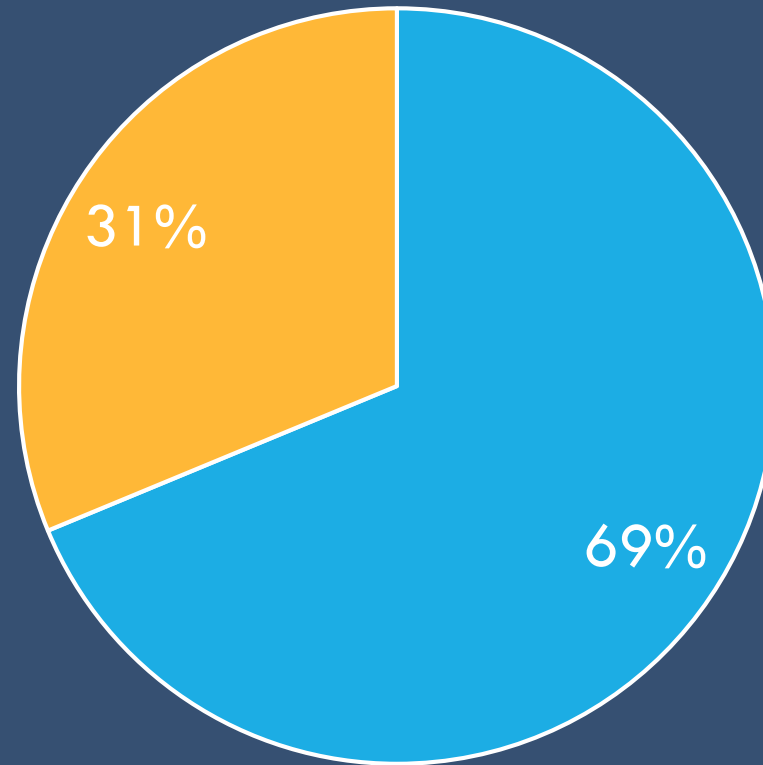
Official Transcripts

Fingerprinting

Handwriting
Sample

ADA Testing
Accommodations

2019 LL.M. BAR EXAM APPLICANTS



■ New York July 2019 exam

■ Did not take the bar

NY BAR APPLICATION DEADLINES JULY 2020

Applicants requiring an LL.M. degree to qualify

October 1 of the year preceding the exam you wish to sit: Online Foreign Evaluation AND all Required Foreign Documentation

Applicants qualifying without the need for an LL.M. Degree

April 30: Online Foreign Evaluation

June 15: Required Foreign Documentation

It can take up to **six (6)** months from the date of the Board's receipt of all required documentation for an eligibility decision to be made.

Register to take July exam

Opens: April 1

Filing Deadline: April 30

[Online application](#)

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

- 266
- NYLC
- NYLE

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE)

75

Minimum Passing Scores Varies By Jurisdiction

86

NY

85

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE)

Changes beginning 2020

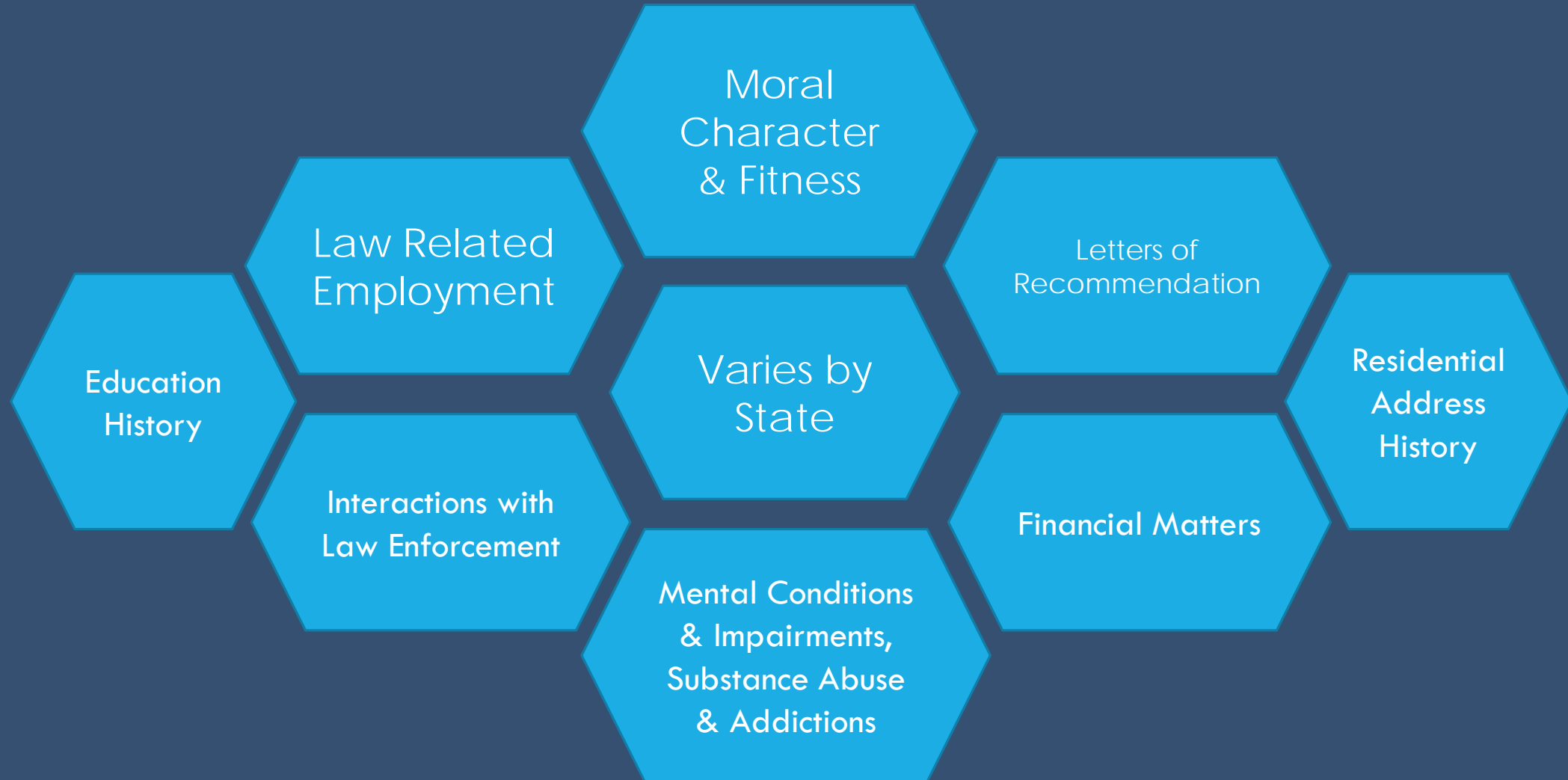
- Administered 3 times a year (March, August & November)
- Administered on two weekdays per administration
- Computer-based exam at Pearson VUE testing centers
- New Accommodations Process

2020 Deadlines and Test Dates



APPLICATION FOR ADMISSION

AKA Character & Fitness Application



APPLICATION FOR ADMISSION

AKA Character & Fitness Application

Paper Application

- Provide Affidavits of all law-related 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

Mail complete packet to appropriate Appellate Division

- Submit to Registration Services for certification*:
 - Form Law School Certificate

*Documents will be mailed directly to Appellate Division

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

APPLICATION FOR ADMISSION

AKA 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?

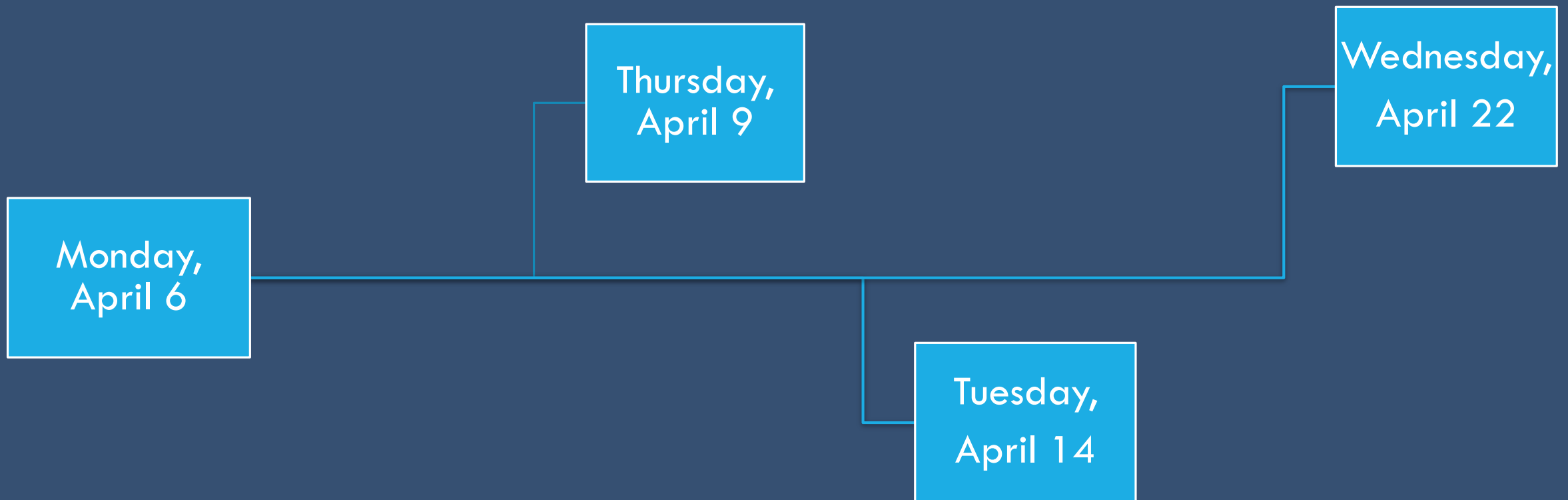
Email: [Dean Sylvia Polo](mailto:Dean.Sylvia.Polo)

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

HANDWRITING SAMPLES

Registration Services is authorized to certify handwriting samples for bar applications that have this requirement (e.g., New York State).

Upcoming dates:



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

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Registration Services sends all documents to NYS by

June 15:

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

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.

FINGERPRINTING

Some jurisdictions require applicants for admission to the bar to provide their fingerprints.

Check your state's bar requirements:

- Do they require it?
- What is the process? (e.g., fingerprint card)

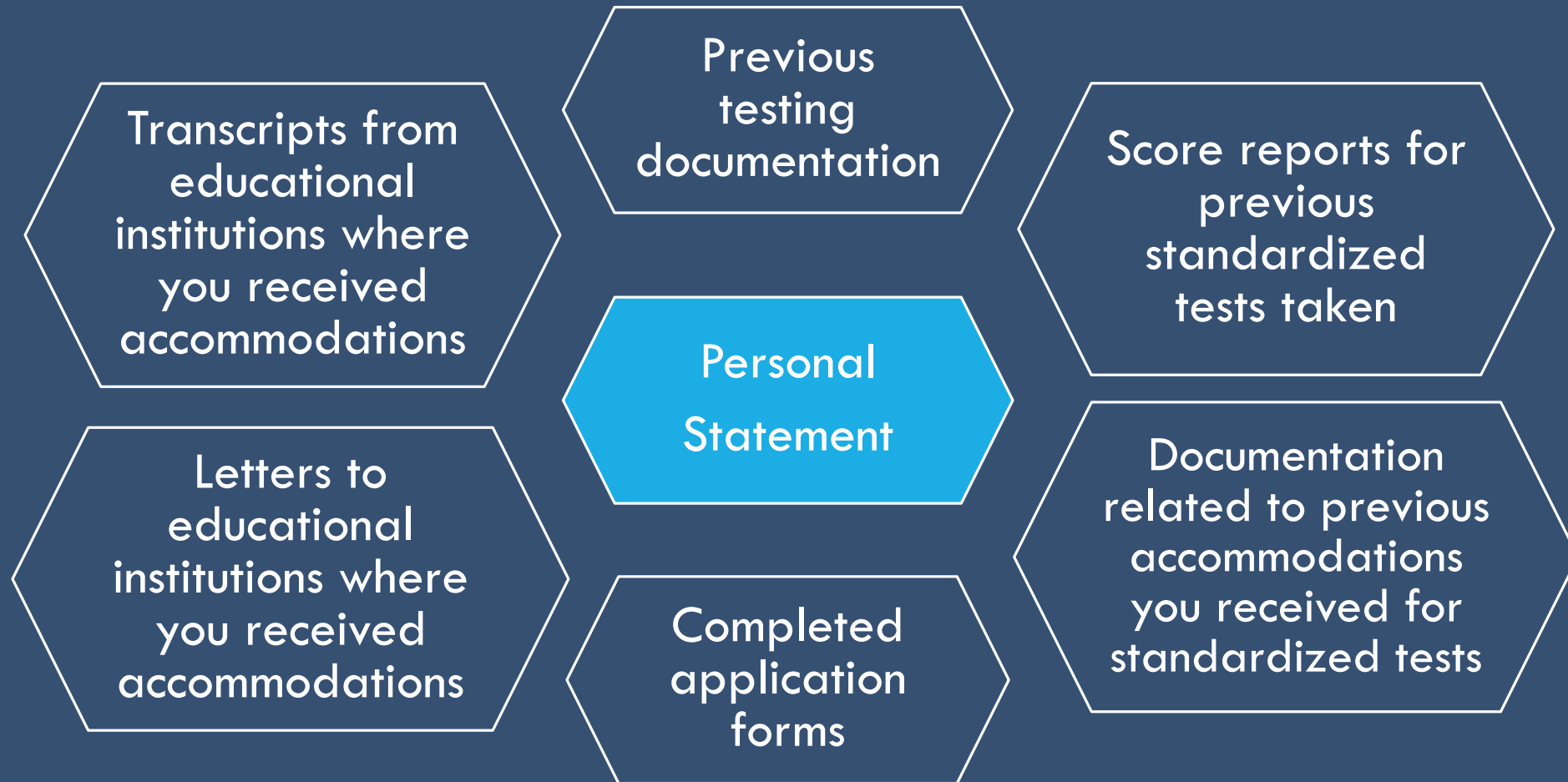
[Columbia's Department of Public Safety](#) can take your fingerprints.

Call (212) 854-2797 to arrange an appointment.



ADA TESTING ACCOMMODATIONS

Examples of Documentation



ADA TESTING ACCOMMODATIONS COMMON TESTS

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.

NCBE will begin accepting requests on October 21, 2019, for 2020 exam administrations.

NOTARY PUBLIC

Some bar documents may need to be notarized.

Appointments can be made by contacting one of the following offices:

Social Justice Initiatives (SJI)
Office of Career Services (OCS)

Rebecca Shepler
rs3828@Columbia.edu

Secretariat

Dean Lance
dl2193@Columbia.edu

HELPFUL LINKS

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

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

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

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

[NYS Lawyer Assistance Program](#)

[Registration Services](#)

Registrar@law.Columbia.edu

[Columbia Disability Services](#)

disability@columbia.edu