



LL.M. 2020 Guidelines for completing the NY BOLE Certificate of Attendance Form

#1. Name: PRINT your name clearly.

#2: BOLE ID: B_____ BOLE ID's for LL.M. candidates are generated at the time you submit your foreign academic credentials for [evaluation](#). If you have not submitted your credentials, and you do not need the LL.M. degree to qualify for the Bar, you must do so immediately.

3. ABA-Approved Law School: Columbia Law School

4. Graduation Date: Question 4 on the first page of the certificate requires you to write the name of your degree and the date of degree conferral. You will receive the degree of Master of Laws on the 20th day of May 2020 (University Commencement). The Office of Registration Services will submit your bar certification after your degree is conferred. Therefore, and while seemingly counter-intuitive, please ignore the note that states that you should not complete the form if you have not yet graduated.

#5. Dates of Attendance: You should answer “YES” to this question and list the dates of attendance as follows:

If you completed the August 2019 course *Introduction to American Law*, your Fall 2019 dates of attendance should be written as: From 8/14/2019 to 12/6/2019 (16 weeks).

If you did not take *Introduction to American Law*, your Fall 2019 dates of attendance should be written as: From 9/3/2019 to 12/6/2019 (13.5 weeks).

If you completed a J-term course, your Spring 2020 dates of attendance should be written as: From 1/13/2020 to 4/29/2020 (14 weeks).

If you did not take a J-term course, your Spring 2020 dates of attendance should be written as: From 1/21/2020 to 4/29/2020 (13 weeks).

#6: Coursework:

- A. List the title and number of points of the course you took to satisfy the Professional Responsibility requirement.
- B. List *LL.M. Legal Research and Writing* - 2 points - if you took this course.
- C. American Legal Studies, Legal System: List *Introduction to American Law* - 2 points - if you took this course.
- D and E. List the courses you took in the [subjects tested on the NY Bar Exam](#), and in other substantive law courses. Check with Dean Sylvia Polo, Jill Marden Casal, Alison Sherwin or Marissa Litwin Zalk. if you need assistance in completing these sections.

#7: Legal Training: List any non-Law courses you took at Columbia University for which you received credit toward your LL.M. degree.

#8: Summer Credits: You should answer "NO" in this section since the intensive course *Introduction to American Law* (IAL) that is taken in August is considered part of the Fall 2019 semester.

#9: Location Attended: You should answer "YES" to this question if you remained in the United States to complete the Spring 2020 semester online. Otherwise, you should answer "NO" and include the following notations in the appropriate sections:

- Course Title: record "Spring 2020 per Court Order"
- Location Attended: record the Country in which you completed the Spring 2020 semester

#10: Correspondence/On-Line, etc.: You should answer "YES" in this section since Columbia Law School's Spring 2020 courses were moved to online instruction.

Questions regarding class categories and credit hours should be directed to Dean Sylvia Polo at spolo@law.columbia.edu and 212-854-1528.

Columbia Law School
Office of Registration Services
3/25/2020