

*New York State Board of Law Examiners  
Corporate Plaza – Building 3  
254 Washington Avenue Extension  
Albany, NY 12203-5195*

**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 1<sup>st</sup>** for the February examination and **no later than June 15<sup>th</sup>** 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

For each semester/term indicate below the dates of attendance for that semester/term (mm/dd/yyyy), the number of calendar weeks in each semester/term *excluding reading periods, examinations and breaks*, and whether you were enrolled full-time or part-time for each semester/term.

<u>Dates</u>		<u>Calendar Weeks</u>	<u>Full-Time or Part-Time</u>		
From _____ / _____ / _____	to _____ / _____ / _____	_____	FT	or	PT
From _____ / _____ / _____	to _____ / _____ / _____	_____	FT	or	PT
From _____ / _____ / _____	to _____ / _____ / _____	_____	FT	or	PT
From _____ / _____ / _____	to _____ / _____ / _____	_____	FT	or	PT

6. **Coursework.** For each of the following sections indicate the title and credit hours for each course completed during your LL.M. degree program.

A. **Professional Responsibility/Legal Ethics [Rule 520.6(b)(3)(vi)(a) requires a minimum of 2 credits]**

Course Title Credit Hours

B. **Legal Research, Writing and Analysis [Rule 520.6(b)(3)(vi)(b) requires a minimum of 2 credits]**

Course Title Credit Hours

C. **American Legal Studies, Legal System [Rule 520.6(b)(3)(vi)(c) requires a minimum of 2 credits]**

Course Title Credit Hours

D. **Subjects tested on New York Bar Exam [Rule 520.6(b)(3)(vi)(d) requires a minimum of 6 credits]**

Course Title

Credit Hours

E. **Other Courses in Substantive Law, Procedural Law and Professional Skills including clinics, externships, field placements and other experiential courses. Applicant should also include the other courses related to legal training listed in question 7 below. [Rule 520.6(b)(3)(i)]**  
 (DO NOT repeat courses already listed in sections A through D above)

Course Title

Credit Hours

**Total Credit Hours (Sections A, B, C, D and E):** \_\_\_\_\_

7. **Legal Training.** Did you complete any credit hours in joint degree or other courses related to legal training?  
 Yes    No

If “Yes,” list the title and credit hours for each course and indicate where course was taken (i.e., at the law school, another school of the university, or other). *[Rule 520.6(b)(3)(vii)(b) permits a maximum of 6 credits]*

Course Title

School Where Course Attended

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. **Summer Credits.** Did you complete any hours of credit during summer semesters?                      Yes    No

If “Yes,” list the title, credit hours and dates of attendance for each course. *[Rule 520.6(b)(3)(iii) permits a maximum of 4 credits to be taken during summer semesters/terms/sessions.]*

Course Title

Credit Hours

Dates of Attendance

\_\_\_\_\_

\_\_\_\_\_

from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
 from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

9. **Location Attended.** Did you attend all courses, including clinics, externships and field placements, within the borders of the United States?      Yes      No

If “No,” list the title and credits hours for each course and the location where course was attended.

<u>Course Title</u>	<u>Location Attended</u>
_____	_____
_____	_____

10. **Correspondence/On-line/DVD/Distance Learning.** Was any part of your LL.M. study completed by correspondence courses, on-line courses, courses offered on DVD or other media, or by other distance learning courses?      Yes      No

If “Yes,” list the title and credit hours for each course and the mode of study (i.e., internet, DVD, etc.).

<u>Course Title</u>	<u>Mode of Study</u>
_____	_____
_____	_____

11. **Application Certification.** By my signature below, I certify under penalty of perjury that all of my answers on this form are true and accurate in all respects to the best of my knowledge and understanding.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**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