

# NEW YORK STATE BOARD OF LAW EXAMINERS

## REQUEST FOR EVALUATION OF FOREIGN ACADEMIC CREDENTIALS FORM

Section 520.6 of the Rules of the Court of Appeals sets forth the eligibility requirements for foreign educated applicants to sit for the bar examination. Before completing this form, you should carefully review Rule 520.6 to determine if you meet the eligibility requirements to sit for the bar examination in New York. A copy of the Court Rules and more detailed information about foreign legal education may be found on the Board's website at [www.nybarexam.org](http://www.nybarexam.org).

**Bar examination for which you request this evaluation:**  July 20\_\_\_\_  February 20\_\_\_\_

**Name:** \_\_\_\_\_  
                    LAST                                            FIRST                                            MIDDLE

**Address:** \_\_\_\_\_  
(No. and Street, P.O. Box and Apt. #, if applicable)

\_\_\_\_\_  
(City)                                            (State/Province)                                            (Country)                                            (Zip/Postal Code)

**Daytime telephone No.:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **U.S. Social Security # (if available):** \_\_\_\_\_

**BOLE I.D. (if available):** \_\_\_\_\_

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1. In what country did you study law? \_\_\_\_\_
  2. Is the jurisprudence of the country in which you studied law based upon the principles of the English Common Law? Yes \_\_\_ No \_\_\_ If no, briefly describe the nature of the jurisprudence in that country: \_\_\_\_\_
  3. For each foreign law school attended please provide the following information. If you attended more than one foreign law school, attach additional sheets for each law school attended.
    - (a) Law School Attended: \_\_\_\_\_
    - (b) Address of law school: \_\_\_\_\_  
\_\_\_\_\_
    - (c) Degree awarded: \_\_\_\_\_ Date degree awarded: \_\_\_\_\_

- (d) In order to enable us to determine whether your study complies with the durational requirements of Rule 520.6(b) (1), list below the dates (month & year are sufficient) of each period of study (e.g., semester, trimester, quarter, summer session, etc.):

from _____	to _____	from _____	to _____
from _____	to _____	from _____	to _____
from _____	to _____	from _____	to _____
from _____	to _____	from _____	to _____
from _____	to _____	from _____	to _____

- (e) Did each period of study require classroom attendance at the law school from which you received your degree? \_\_\_\_\_ If no, furnish a complete explanation:

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4. Are you admitted to practice law in the country where you studied law? \_\_\_ Yes \_\_\_ No  
If yes, list that country and the date of admission.  
In addition, list any other country in which you are admitted and the date of admission.

Country	Date of Admission
_____	_____
_____	_____

5. If you are NOT admitted to practice law in any foreign country, have you successfully completed the educational requirements for admission to practice law in that country?

\_\_\_ Yes - If yes, submit proof of the educational requirements for admission to practice law in your country and proof that you have fulfilled these requirements.

\_\_\_ No - If no, explain what additional educational requirements must be fulfilled in order for you to be eligible for admission to practice law in the foreign country:

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6. **U.S. law school program of study.** If you are required by subdivisions (b)(1)(ii) or (b)(2) of Rule 520.6 to successfully complete a “program of study” at an approved law school in the United States, indicate if you have completed, or are currently enrolled in, such a program of study: \_\_\_ Yes \_\_\_ No

If yes, provide the following information:

(a) U.S. Law School: \_\_\_\_\_

(b) Type of degree/program: \_\_\_\_\_

(c) Anticipated date of graduation: \_\_\_\_\_

- (d) Did you take all courses at the law school campus in the United States?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, where did you take your courses: \_\_\_\_\_

- (e) Was any course an online course or a correspondence course?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many: \_\_\_\_\_

*If you have already graduated from the U.S. law school, you must have the law school forward a final and official transcript.*

7. **Supporting Documentation Required to comply with Rule 520.6.** In order to conduct an evaluation of your eligibility to sit for the bar examination, the Board requires the supporting documentation listed below. *Note that documentation must consist of originals or copies certified directly by the issuing institution.* Faxed copies, photocopies certified by a notary public, and photocopies certified by anyone other than an official at the issuing institution are NOT acceptable. All documents submitted become the property of the Board and will not be returned.

**Required Documentation:**

(a) **Official Transcript(s).** Submit a final, official transcript 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 degree awarded, and the date the degree was awarded. *All transcripts must be received by the Board directly from the issuing law school.*

(b) **Degree Certificate.** If the official transcript does not clearly state the degree awarded and/or the date such degree was awarded, you must furnish a certified copy of your degree certificate.

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

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

(2) 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 that you have fulfilled these requirements.

(d) **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.

**Additional Documentation (if required):**

**(a) Supplement to transcript.** If the Board determines that your official transcript does not confirm that your legal education complies with the durational and substantive requirements of Rule 520.6 (b) (1), additional documentation from your law school will be required. You will be advised if such additional documentation is needed.

**(1) Proof of durationally equivalent legal education.** Section 520.6(b)(1) of the Rules of the Court of Appeals requires successful completion of law school study that is at least substantially equivalent in duration to that required under subdivisions (d) and (e) of Section 520.3. If your official transcript does not clearly confirm that your law degree was based on classroom study that is substantially equivalent in the number of hours and the number of calendar weeks in residence as required by section 520.3(d) (full-time program) or 520.3(e) (part-time program), then it will be necessary for you to provide a written statement from your law school or schools confirming the total number of calendar weeks in residence and the total number of classroom hours successfully completed during your program of study.

**(2) Proof of substantively equivalent legal education.** Section 520.6(b)(1)(i) of the Rules of the Court of Appeals requires successful completion of law school study that is substantially equivalent of the legal education provided by an approved law school in the United States. If your official transcript does not clearly confirm that your law school study is substantially equivalent of the legal education provided by an approved law school in the United States, then it will be necessary for you to provide from your law school or schools any additional documentation as requested by the Board.

**(b) English translation.** If the law school transcripts, degree certificate, or any of the other documentation requested above are not in English, you must also furnish English translations of the documents prepared by an official translator. **Translations made by the applicant are not acceptable.** Where translations of official transcripts are obtained by the applicant, the Board still requires that an original transcript be received directly from the issuing law school.

8. Mail evaluation form and all supporting documentation to the following address (*faxes will not be considered*):

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

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**Certification (Required for all applicants)**

I, \_\_\_\_\_, HEREBY CERTIFY, under penalty of perjury,  
[Applicant's name]  
that the information included in this Request for Evaluation of Foreign Academic Credentials Form, is true and accurate in all respects to the best of my knowledge and understanding.

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_