

# Instructions for Submitting Online Application/Re-application for Non-standard Testing Accommodations (NTA) And Digitized Documents

*Applicants may now submit an Application/Re-Application for Non-Standard Testing Accommodations online by logging into their account through the Applicant Services Portal. The online Application/Re-Application will not be deemed timely submitted unless all questions are answered and any and all required supporting documentation is electronically uploaded to the Board by the posted deadline (applicants will receive an email acknowledging their submission). Applicants who do not wish to submit the Application/Re-Application online may still physically mail a signed and completed Application/Re-Application form with all supporting documentation by the posted deadlines (applicants will receive an email acknowledging their submission).*

*Please carefully read these instructions before entering the online Application/Re-application and submitting digitized documents. Successful submission requires completion of all questions. Applicants must also submit any and all required supporting documents in digital format. Successfully submitting an application (or re-application) does not mean that your application (or re-application) is complete, granted, or reviewed. For example, if an applicant timely answers all questions on the online application but fails to timely upload required documentation, then the application will be rejected. All deadlines, rules and guidelines apply the same to online applications (and re-applications) as with mailed applications (and re-applications).*

Before entering the online Application/Reapplication, you must properly assemble all required supporting documentation for electronic submission. **Your supporting documentation must first be grouped in a single pdf document per each category as described below.** After you have properly grouped each category in a single pdf, submit all required documents in one submission on the page where indicated in the online application.

If you are a recent re-applicant seeking the **same exact** accommodations as previously awarded by this Board, you most likely do not need to upload any supporting documentation (but you should confirm this by reviewing the Board's guidelines).

Steps to submit digitized documents through the online application (or re-application if documentation is required):

1. Log in to your BOLE account through the Applicant Services Portal.
2. In the box labeled "Accommodations Application", select "Apply for NTA".
3. Review Checklist and then select "Start Application."
4. Add each Disability for which you are requesting accommodations and then proceed to answer all questions on each page, selecting "Save and Continue" as you go along.
5. Upon reaching the page labeled "Supporting Documentation Upload" attach a single document (in pdf) under "Choose File" for each applicable category in accordance with the instructions below. **Please confirm the document scans are legible and not blurry.**
6. Once a document is marked as "Uploaded," you cannot upload to this category again (so please make certain you have properly assembled all documents in one pdf per document category in accordance with the instructions below; for example, scan and upload all documentation of previous accommodations as one pdf).
7. Once all documents are "Uploaded", select "Continue" to complete the required certifications.
8. If the document successfully uploaded, "Uploaded" will appear in that document's row (to confirm all uploads, simply go back to that page before completing the certifications).
9. If you complete the application without also timely uploading any and all required supporting documentation, your application will be rejected. You may not be notified of this rejection for approximately 12 weeks. It is therefore critical that you assemble all required supporting documentation before you proceed with the online application and ensure that such supporting documentation complies with the Board's guidelines.

10. In submitting digitized documents, you are representing that each digitized document is a complete and accurate representation of the original and understand that the Board reserves the right to request production of all originals.
11. Do not submit any other document through this portal.

## Digitized Document Categories

### **1. Medical Documentation (All medical documentation must be saved as a single pdf document before uploading)**

*This is for all of your Medical Documentation only. This includes all documentation from medical and other health care professionals. Please note that any documentation not in English must be accompanied by a certified English translation by a qualified third-party translator; or else the documentation will not be considered.*

### **2. Personal Statement**

*This is for your Personal Statement only. Please make sure your Personal Statement is typed.*

### **3. Proof of Accommodations in Prior Settings (All Proof must be saved as a single pdf document before uploading)**

*This is for all documentation of non-standard testing accommodations in any prior setting whatsoever (schools, standardized tests, other bar exams, etc.).*

### **4. Score Reports from Standardized Tests (All Score Reports must be saved as a single pdf document before uploading)**

*This is for all score reports from any standardized tests whatsoever (LSAT, SAT, ACT, MPRE, etc.).*

### **5. Transcripts (All transcripts must be saved as a single pdf document before uploading)**

*This is for all transcripts being submitted from any setting whatsoever (law school, undergraduate school, high school, etc.)*

### **6. Other Documents in Support of NTA Application/NTA Re-Application (All Other documents must be saved as a single pdf document before uploading)**

*This is for any documents being submitted as part of the NTA Application/NTA Re-application that are not included in one of the other categories above.*

### **7. Certification of Accommodations**

*This is for an executed certification accepting the grant or partial grant of accommodations by the Board following its review of your application/re-application and supporting documentation.*