

New York Bar Admissions Checklist

☐ Update Law School Records

- ☐ Make necessary amendments to law school application.
 - ☐ Update law school records for new events.
 - ☐ Ensure law school records and bar application match.
 - ☐ Maintain detailed records of addresses and employment information.
-

☐ Take the MPRE

- ☐ Register during 2L year or as early in 3L year as possible.
 - ☐ Administered three times per year in August, November, and March.
 - ☐ Contact the Office of Academic and Bar Success for information about MPRE prep.
-

☐ Create Accounts

- ☐ Create an NCBE account and receive an NCBE number.
 - ☐ Create a BOLE account and receive a BOLE ID.
-

☐ NYLC & NYLE

- ☐ Complete the New York Law Course (at least 30 days prior to NYLE).
 - ☐ Register for the NYLE (30 days prior to exam).
 - ☐ Pass the NYLE.
-

☐ Register for Bar Prep Course

- ☐ Kaplan Bar Review is free to all SUCOL students.
- ☐ Follow the email instructions from Kaplan to register.



New York Bar Admissions Checklist

☐ **Apply for the Exam**

- ☐ Apply online between October 1 - 30 for the February exam and March 1 - 30 for the July exam.
- ☐ You must have both your NCBE ID number and your BOLE ID to apply.
- ☐ Make sure to register your laptop. If you skip this step, you will be required to handwrite your exam.

☐ **Pro Bono Requirement**

- ☐ Complete 50 hours of pro bono work..
- ☐ Have pro bono supervisor complete affidavit of compliance.

☐ **Apply for Admission**

- ☐ Application forms are uniform across appellate departments.
- ☐ In the Second, Third, and Fourth Departments, you can file application papers anytime after the bar exam. The First Department will only allow you to file after you have passed the exam.
- ☐ You must have the following to submit an application: application for admission questionnaire; good moral character affidavits; employment affidavits; pro bono affidavits, an original form certificate from the law school (submitted by you to the COL and then submitted by the COL to the appellate department).

Questions should be directed to barsuccess@syr.edu.

Note: All information above is subject to change by the NY BOLE. Please visit the NY State Board of Law Examiners [website](#) for the most up to date information.