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**TIME SENSITIVE REMINDER for May 2024 JD Degree Candidates Applying to Take the July 2024 New York State Bar Exam**

1 message

Thu, Feb 29, 2024 at 12:23 PM

 Columbia Law School

# Registration Services

**Application for July 2024 New York State Bar Exam – Due March 31, 2024**

**IMPORTANT: IF YOU PLAN ON TAKING THE JULY 2024 NYS BAR EXAM, YOUR [APPLICATION](#) MUST BE FILED BETWEEN MARCH 1 and MARCH 31, 2024. IF YOU MISS THE DEADLINE THE NEXT OPPORTUNITY TO SIT FOR THE BAR IS FEBRUARY 2025.**

Once you fill out the application to sit for the July 2024 Bar Exam you will be prompted to **electronically** complete the J.D. Certificate of Attendance (COA).

After you complete the Certificate of Attendance, it will be sent to the Law School's Office of Registration Services for certification. **The earliest we can start certifying your eligibility to take the July 2024 bar exam with BOLE is on May 15, 2024 (the date of degree conferral). We will prioritize certifying from May 15 through the June 15 deadline.** We appreciate your patience at this time.

Please review the next few tips carefully:

1. You should refer to your Columbia transcript in [LawNet](#) when you log into your account in the Applicant Service Portal to apply for the July 2024 bar examination.
2. Once you have answered all questions and submitted the form to the Board, you will **NOT** be able to make any changes or corrections to it. **It is therefore very important that you carefully and correctly answer each question with your transcript in front of you.** Registration Services will verify the information in the portal before submitting the final COA to the NYS BOLE.
3. **The COA must be submitted electronically, paper forms will not be accepted.**
4. If you have any questions, you may contact the [NYS Board of Law Examiners](#) directly (the phone number is on the upper right hand side).
5. You should give yourself sufficient time to complete these questions before the expiration of the application deadline.

Visit [NYS Board of Law Examiners](#) (NYS BOLE) for detailed information on the New York State bar examination application and requirements, including applying for disability-related accommodations. **We encourage you to carefully review the application materials as early as possible and make careful note of the NYS BOLE filing deadlines as there are no provisions for late filing.**

#### **Additional Steps for Attorney Admission in New York State:**

As you are aware, in addition to applying to sit for the actual exam, there are several other steps you must complete before you are able to be sworn in as an attorney in New York State. We have summarized the admission requirements below, but encourage you to continually check the New York State Admission [page](#) for additional information.

*We suggest bookmarking this email and referring to it after you have taken the New York bar exam.*

1. Complete the 17-hour online course on New York law (NYLC)
  - You will need to complete this **BEFORE** you can register to take the NYLE
2. Pass the 2-hour online examination on New York law (NYLE)
  - Review the [upcoming registration and exam dates](#).
3. Pass the Multistate Professional Responsibility Exam (MPRE)
  - Review the [upcoming registration and exam dates](#).
4. Review and submit Character & Fitness application (you fill this out **after** you pass the bar).
  - Familiarize yourself with the [application](#) requirements
  - You have to provide affidavits of all law-related employment and have the employer (i.e. Instructor, Supervisor, Human Resources) sign it. This list includes the following:
    - Research Assistant (RA) & Teaching Fellow support for faculty here at CLS (Supervising Instructor signs)
    - Externships and Clinics (Supervisor signs)
    - Paid and Unpaid Internships (Paid: Law School Human Resources signs; Unpaid: Supervisor signs)
    - It is highly advisable to secure from each employer, **immediately on the termination of employment**, an affidavit showing the length of employment, in what capacity the student was employed and a statement of the employer's opinion of the student's character.
  - The information you include in your character and fitness declaration must be identical to the information included in your application for admission to the J.D. program at CLS.
    - If you need to make any amendments to your CLS application, please do so using this **form by Friday, April 5**. If you have questions about amending your application, please email [studentservices@law.columbia.edu](mailto:studentservices@law.columbia.edu) with the subject line: C&F Application Amendment.
    - All details surrounding these circumstances must be disclosed as an attachment to the form.
5. Form Law School Certificate
  - You will need to send this form to the Office of Registration Services once you receive instructions from the Appellate Division.
6. Pro Bono Requirement (50 hours)
  - Detailed information can be found [here](#)
  - [Pro Bono Affidavit](#) must be completed prior to admission
7. Skills Form Affidavit (certify under pathway 1)

As a reminder, the Law School does not have advanced or privileged access to information regarding the NYS bar exam. Once you have registered to take the exam, you will receive information and updates directly from the [NYS Board of Law Examiners](#). You should also regularly check the website for the latest updates.

*If you have questions about another state's certificate of attendance please contact their Board of Bar Examiners directly.*

**Mark your Calendars: Question and Answer Session with the New York Board of Law Examiners**

**On Wednesday, March 20 at 12:10- 1:00 p.m. EDT** a representative from the NYS Bar will be available to Columbia Law School students (via Zoom) to answer questions related to the application process, certificate of attendance, and exam.

**[Please Register Here](#)**

**Please be prepared to join the session with your camera turned on. The session will not be recorded.**

We will send another reminder as we get closer to the date.

Best Regards,  
Office of Registration Services  
500 William and June Warren Hall  
[www.law.columbia.edu/academics/registration-services](http://www.law.columbia.edu/academics/registration-services)