FAQ'S - THE NEW YORK STATE BAR EXAM AND APPLICATION PROCESS

When should I submit my application?
Applications must either be filed on-line or received in the Board's office during the month of April for the July examination and during the month of November for the February examination.

How do I apply to sit for the bar examination?
You may apply to sit for the bar examination by either filing an on-line application or by contacting the Board's office to request a paper application, which must be received in their office during the filing period. To access the on-line application, click on the quick link for "On-Line Application" located on the homepage of the Board's website." The application is available at the NYSBOLE website.

What method of payment should I submit for the Application fee?
The application fee for the NYS bar examination is $250. If you choose to file the on-line application the only acceptable form of payment is a credit card (Visa and Master Card only). Debits cards are not accepted. The Board cannot accept credit card payment by mail or phone. If you choose to file a paper application by mail, the only acceptable forms of payment are as follows: certified check, cashier's check drawn on a U.S. bank, U.S. Post Office money order, or a money order drawn on a U.S. bank or financial institution made payable to: "NYS Board of Law Examiners." CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.

What is the BOLE ID#?
Upon application to the bar examination you will be assigned a unique identification number by the NYS Board of Law Examiners called a BOLE ID #. If you apply On-Line, your BOLE ID# will appear on the Invoice/Confirmation page after you have electronically submitted your application. If you apply by mail, your BOLE ID # will be included on the Letter of Acknowledgement that the Board will send you after your application has been received and processed at the Board Office. You should retain this BOLE identification number and use it for all future correspondence, oral, written or otherwise between you and the Board office.

Who should witness completion of the handwriting specimen form?
You must complete the handwriting specimen form in the presence of a representative of the Registrar's office that will be certifying your handwriting at the times and dates assigned by the office. This form will be submitted along with your official transcript to the NYS Board of Law Examiners for certification to meet the February 1st and June 15th deadlines.

Who prepares the Law School Certificate of Attendance form?
In lieu of this form, Brooklyn Law School sends an official transcript along with your completed Handwriting Specimen form to the Board of Law Examiners. Please note that if you attend more than one law school, the Board of Law Examiners requires an official transcript from each law school attended. The required proofs must be received at the Board office no later than February 1st for the February examination and June 15th for the July examination. Please do not confuse this form with the Form Law School Certificate which you are required to submit to the Registrar's office to be completed for the Character and Fitness Committee.

Do I need to pass the MPRE before taking the Bar exam?
You may take the MPRE prior to or subsequent to taking the bar examination; however, the applicant must pass the MPRE within three years either before or after passing the New York bar examination. Please visit the NCBE for detailed information regarding the MPRE.

Will the Board inform me that they have received my Application?
If you apply on-line, your BOLE ID# will appear on the Invoice/Confirmation page after you have electronically submitted your application. If you apply by mail, your BOLE ID Number will be included on the Letter of Acknowledgement that the Board will send you after your application has been received and processed at the Board's office.

If I miss the on-line or postmarked deadline date can I still submit my Application and be charged a late fee?
No, there is no provision for late filing. An application is considered filed when it is filed electronically on-line at the

Board's website or otherwise received in the Board's office together with the prescribed fee during the application period.

Which test center would I be assigned?
In accordance with Board Rule 6000.5, each applicant admitted to the examination shall be assigned to a test center in one of the four judicial departments located in the State. Test center assignments will depend on the sites available for a given administration of the examination. Generally, applicants will be assigned to a test center in the department in which they reside; out of state residents will be assigned to sit for the exam in Albany, Buffalo, or Saratoga Springs.

May I request for a change in the test center location?
A change of the testing location to which you will be assigned may only be made in rare instances, and only upon a showing of good cause. Such requests must accompany your application and shall be in the form of an affidavit showing the location requested, the reason for the request, and supporting documentation if applicable (i.e., medical necessity verified by a doctor's certificate). Mere convenience or geographical proximity is not considered good cause. If you are filing an On-Line Application, the Request for Change of Testing Location should be mailed to the Board office. Requests for Change of Testing Location will be decided based on good cause shown and the availability of seats. Please note that due to the availability of seats in Buffalo, the Board generally is able to accommodate all requests to change a seat location to the Buffalo site.