

Supreme Court of the State of New York  
Appellate Division: Second Judicial Department

**HOW TO APPLY FOR ADMISSION TO THE NEW YORK STATE BAR  
ON EXAMINATION**

*Step One:* Apply for and take the Uniform Bar Examination (UBE), the Multistate Professional Responsibility Examination (MPRE), the New York Law Course (NYLC), and the New York Law Examination (NYLE). For complete information, contact the New York State Board of Law Examiners (the BOLE), located at Corporate Plaza, Building 3, 254 Washington Avenue Extension, Albany, New York 12203, (518)-452-8700, or visit the [BOLE website](#). The UBE is administered twice per year, in February and July.

*Step Two:* After you take the UBE, but before you are notified of the results, the BOLE will send your name and address to one of the four Departments of the Appellate Division of the New York State Supreme Court, depending on your residence and/or office address at the time you applied to take the examination. If you are an applicant who has sought certification to the Appellate Division, Second Department, the office of its Committees on Character and Fitness will then send you an e-mail advising you that the necessary instructions and forms to complete and file an application for admission are available on the Internet. The e-mail will also provide you with your Username and Password for on-line access to the [Orientation to the Profession](#) program, which you are required to complete as part of the application process.

*Step Three:* Download the required forms from the website of the Appellate Division, Second Department, consisting of the Application Package and the Supplemental Instructions. Read and carefully observe the General Instructions and the [Supplemental Instructions](#) regarding the preparation of the required forms in order to avoid delay in the processing of your application. You may begin completing the application questionnaire and obtaining the required supporting documents at your convenience but you should note that the execution of certain required supporting documents is time sensitive. You may file your application at any time after taking the bar examination; however, the office of the Committees on Character and Fitness recommends that you do so only in exceptional circumstances, such as where you plan to be absent from the state for an extended period and will be unable to complete the application and gather the requisite supporting papers during that time. In the normal course, the application should only be filed after you have received the Notice of Certification from the BOLE as outlined below.

*Step Four:* After you have passed all exams and satisfied all other requirements of the BOLE, you will receive a Notice of Certification from the BOLE that your eligibility for admission has been certified to a department of the Appellate Division. If you have been certified to the Second Department, you may then, in the following order:

- Register as an attorney with the Office of Court Administration in accordance with Judiciary Law § 468-a, and pay the required fee. Be sure to retain a copy of your receipt. You may register on-line via the following link:  
<https://iapps.courts.state.ny.us/aronline/BoleSearch>
- Include a copy of your attorney registration receipt as a supporting document to your application for admission to the bar; and

- File your completed application and supporting documents with the office of the Committees on Character and Fitness. Include a copy of the Notice of Certification and attorney registration receipt with your application package. Be sure to make and retain a copy of the entire, completed application package for your records.

*Step Five:* The staff of the Committees on Character and Fitness will review your application for admission. If your application is incomplete, or if additional information is needed, the staff member will notify you of the missing or required information. If or when your application is determined to be complete, you will be contacted to schedule your personal interview with a Committee member.

*Step Six:* Appear for your personal interview with a member of the Committee on Character and Fitness.

*Step Seven:* Take the constitutional oath of office as an Attorney and Counselor-at-Law. After you have been interviewed and approved by a member of the Committees on Character and Fitness, you will be notified of the date and time on which to appear at the courthouse of the Appellate Division, Second Department, to attend the ceremony at which you will take the oath of office and be admitted to the bar. The admission ceremony in the Second Department is conducted generally on a monthly basis. It is a formal court appearance and proper business attire is required. Unfortunately, due to space limitations, you may invite no more than two guests to attend the admission ceremony.

*Questions:* Inquiries about these instructions or the admission process in general may be addressed to:

[AD2CCF@NYCOURTS.GOV](mailto:AD2CCF@NYCOURTS.GOV)  
Committees on Character and Fitness  
Appellate Division, Second Department  
335 Adams Street, Room 2404  
Brooklyn, NY 11201  
Telephone: (718) 923-6360