

HOW TO APPLY FOR ADMISSION ON EXAMINATION

APPELLATE DIVISION, THIRD DEPARTMENT

STEP ONE: Apply for and take the New York State bar examination. For complete information about the bar examination, contact the [State Board of Law Examiners](#). The bar examination includes the Uniform Bar Examination (UBE), administered in New York State twice per year in February and July, the Multistate Professional Responsibility Examination (MPRE) and the New York Law Examination (NYLE).

STEP TWO: After you take the UBE in New York, but before you are notified of the results, the State Board of Law Examiners sends your name and address to one of the four Appellate Division Departments, depending on your residence and/or office address. The names and addresses of all applicants who neither reside nor have offices in New York State are sent to the Third Department. The Third Department then sends you a letter advising you of admission procedures and advising you that the necessary instructions to complete and file an application for admission are available on the website of the [State Board of Law Examiners](#) (the [Multi-Department Admission Packet](#)). Applicants are encouraged to begin completing and submitting the application for admission, which is a background check to assist the character and fitness review process, as soon as possible.

STEP THREE: Upon receipt of notice from the State Board of Law Examiners that you have passed the bar examination and been certified to the Third Department, either include a copy of the certification notice with your application package when you submit it to the Third Department or, if you have already submitted your application package, send a copy of the certification notice to the Third Department as an addition to your application. Please note that to be certified by the State Board of Law Examiners, an applicant must have passed the UBE and the MPRE, completed the online New York Law Course (NYLC), and passed the NYLE.

STEP FOUR: The Third Department reviews your application for admission. If it is complete, you will be scheduled for an interview by email. If additional information is needed, you will be timely advised by email of the missing documents or additional information needed.

STEP FIVE: After you submit a complete application, you will be asked to report to the Appellate Division, Third Department in Albany, New York for a personal interview by a member of the Committee on Character and Fitness. The scheduling email will advise you of the date of your interview and of directions to the Third Department. Interviews are usually scheduled on one day each month. The earliest interview date for applicants taking the UBE in New York in February is usually in June, while the earliest interview date for applicants taking the UBE in New York in July is usually in January. Applicants are scheduled for interviews in June and January on a first-come-first-serve basis depending on the date of submission of a complete application prior to a deadline set by the Attorney Admissions Office (a complete application includes a copy of the certification notice from the State Board of Law Examiners, see Step Three above). The vast majority of applicants are sworn in as members of the New York State bar on the same day they are interviewed. A biennial attorney registration fee of \$375 must be paid to the Attorney Registration Unit of the Office of Court Administration prior to admission. The necessary registration form will be included with the letter scheduling you for an interview.