

MAINE BOARD OF BAR EXAMINERS
FAQ CERTIFICATIONS AND TRANSCRIPTS

1. Should I wait to request the certification and transcript after my J.D. has been conferred?

YES, if you are a 3L, your certification and transcript must indicate that you have earned your degree.

2. Is it okay if the transcript arrives separately from the certification?

YES. If you can order a transcript online and have it sent directly to us, please do so as soon as possible. You can note on the certification form that you provide to your schools that you have already arranged for a transcript. **See number 8 below.**

3. Can I email a scanned copy of the certification form to my schools?

YES, if your school permits it.

4. Should I include a copy of the completed release with the certification?

YES. Many schools require a completed release in order to complete the certification form.

5. What if I completed two degrees from one institution?

You should provide the school with two certification forms and ask that they fill out one for each degree.

6. Can transcripts be faxed to your office?

NO.

7. Can certifications be faxed to your office?

NO.

8. Can transcripts be emailed to your office?

ONLY by secure email directly from the academic institution or a third-party vendor like Parchment or National Student Clearinghouse.

9. Can completed certifications be emailed to your office?

The academic institution may send completed certifications by email ONLY as a placeholder until the original certification is received by our office. Original completed certification forms **MUST** be received by our office directly from the academic institution.

10. Can I sit for the exam if you do not have all my official transcripts and certifications?

NO. If our office does not have all of the required documentation from your schools and those forms required by our office by the deadline (two weeks prior to the first day of the exam), you will be administratively withdrawn from the exam.

11. Do things get lost in the mail?

YES, you may wish to request tracking on mailed items or delivery by other services such as FedEx, UPS or DHL. You also should be prompt about requesting and providing the required documentation and carefully check your application through the portal for updates.

12. Will you email or message me when different documents arrive?

No, if you are applying to take the bar exam, you can check the status of documents through your application portal. If you are applying for admission by motion or UBE score transfer, you will periodically receive an email regarding the status of your application.

13. What if my school refuses to complete the certification form or has a policy of not completing 'outside' forms?

If your school refuses to complete the certification form, you must request an official letter (on school letterhead) from the school department that handles discipline and ethics concerns regarding your records. The letter should be sent directly to our office from the school.

14. How can I be sure the certification form is completed and mailed by my schools?

Some of our applicants have suggested the following strategies:

- a. Calling the Registrar's office prior to submitting the certification form to be sure they are the best office to complete the form or to determine a contact person, etc.
- b. Contacting the office or department that handles student discipline/conduct/safety and or community standards matters.
- c. Making sure to provide a copy of the completed release form and, if needed, explain its purpose.
- d. Calling or emailing to follow up on the completion/mailing of the certification form.
- e. Contacting the Dean's office to ask for guidance.

15. Does attendance at a post-secondary school without a degree for two academic years require a certification form?

YES.