

SCHOOL CERTIFICATION FORMS

- 1. Make copies before completing the top portion.**
- 2. You will need to submit a certification form to the following:**
 - a. All law schools attended regardless of how long you attended**
 - b. All undergraduate and graduate schools from which you earned a degree.**
 - c. All post-secondary school programs from which you earned a certificate.**
 - d. All undergraduate and graduate programs that you attended for two academic years or more but did not receive a degree or certificate.**
- 3. Complete the top portion of the form for each school as noted in section number 2 above and if you have already ordered an official transcript.**
- 4. Request the official transcripts according to your schools' procedure and/or third-party vendor such as Parchment or National Student Clearinghouse. Official transcripts may be emailed to assistant@mainebarexaminers.org**
- 5. Submit the form along with a copy of your Maine Board of Bar Examiners Authorization and Release form to the appropriate school official such as the Dean or Registrar. You may find it helpful to call first to determine who should receive the form.**
- 6. Certification forms and releases may be sent to the school official by email.**
- 7. Completed form must be sent directly by the school to the Maine Board of Bar Examiners mailing address listed on the top of the form.**
- 8. For more information see the Frequently Asked Questions School Certifications and Transcripts document on the Upcoming Exam webpage.**

MAINE BOARD OF BAR EXAMINERS
135 Maine St. Suite A Box 305
Brunswick, ME 04011

UNDERGRADUATE/GRADUATE/LAW SCHOOL CERTIFICATION

Applicant Instructions: Complete the upper part of this form including your signature and the date. DO NOT write on the remainder of the form. Forward this signed form to the Dean, Registrar, or appropriate official of your undergraduate, graduate, and/or law school. DO NOT request a copy of the completed certification. The completed document is considered confidential between your school and the Maine Board of Bar Examiners.

Name of Applicant (print): _____ Date of birth: _____

Social Security number or School Identification Code _____

School: _____ Dates attended: _____

Date of bar exam: _____ I ordered my transcript(s): ☐ Yes ☐ No

I hereby consent to the release of the information requested on this form and have enclosed a signed copy of my Maine Board of Bar Examiners Authorization and Release form.

Applicant's signature: _____ Date: _____

School Official Instructions: Complete both pages of this certification form and return it directly to the Maine Board of Bar Examiners by mail.

I, _____, hereby certify that I am the _____
(Name of Official) (Title of Official)
of _____; that _____
(Name of School) (Name of Applicant)
entered said school on _____; that this school was accredited by _____
(Date) (Accrediting Organization)
at the time of the Applicant's attendance and that the degree of _____ was conferred
(Degree)
upon the Applicant on _____. (*Please Attach Official Transcript If Available*)
(Date)

☐ I certify that I have conducted a review of the applicant's record maintained by this school.

☐ I certify that I am not aware of and my review of the record has not revealed any incident in which the applicant was accused of or found to have violated any law or statute or any disciplinary, honor, or ethics code.

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- ☐ I certify that I am not aware of and my review of the record has not revealed any incident in which the applicant displayed any dishonesty.
- ☐ I certify that I am not aware of and my review of the record has not revealed any incident in which the applicant failed to meet a material obligation.
- ☐ I certify that I am not aware of and my review of the record has not revealed any incident in which the applicant breached a duty of trust.
- ☐ I certify that the applicant's school admission process and record revealed no derogatory information about the applicant's conduct.
- ☐ I certify that I have no knowledge of any fact or circumstance that reflects adversely upon the moral character or ethical qualification of the applicant.
- ☐ I certify that I have answered with complete candor, regardless of whether the record for any of the aforementioned actions was expunged or sealed, and that the information provided is true and correct.
- ☐ *I cannot with complete candor make one or more of the certifications requested above and thus cannot sign below to so certify. I attach a letter of explanation with documents appended as necessary to explain fully why I cannot certify as requested.*

X

Signature of designated school official

Date

Printed name of designated law school official

AFFIX

Title of designated law school official

SCHOOL
SEAL
HERE