

## SCHOOL CERTIFICATION FORMS

1. Make or print 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.

**NEW!!** Official transcripts should be sent to the following email address:

[documents@mainebarexaminers.org](mailto:documents@mainebarexaminers.org)

5. Submit the certification 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 if acceptable to the school.
7. Completed forms must be sent **directly** to Maine Board of Bar Examiners by the school. Certifications sent or forwarded by the applicant will not be accepted.

**NEW!!** Completed certifications should be sent to the following email address:

[documents@mainebarexaminers.org](mailto:documents@mainebarexaminers.org)

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: \_\_\_\_\_

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**School Official Instructions:** Complete both pages of this certification form and EMAIL it directly to the Maine Board of Bar Examiners [documents@mainebarexaminers.org](mailto:documents@mainebarexaminers.org) To maintain confidentiality, please do not include the applicant or other parties on the email.

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

\_\_\_\_\_  
Title of designated law school official

AFFIX  
SCHOOL  
SEAL  
HERE