

## Bar Certification Process

Most jurisdictions require applicants to submit a law school certification form, which must be signed by you before being forwarded to the [barcerts@ubalt.edu](mailto:barcerts@ubalt.edu) for completion.

### Your Responsibilities

- Submit certification requests to the [barcerts@ubalt.edu](mailto:barcerts@ubalt.edu) with ample time for processing. We recommend allowing at least two weeks for your request to be completed.
- Ensure that all required documents are received by the appropriate Bar Examiner's Office.
- Respond promptly to any communications from both the Law School Registrar's Office and the Bar Examiner's Office.

**Graduation-Dependent Forms:** If your jurisdiction specifies that certification forms should only be completed post-graduation, please submit them starting May 1 of your graduation year. This allows our office to prepare your materials in advance and submit them promptly once your degree is officially conferred.

**Submitting Requests:** All bar certification and related letter requests must be submitted to [barcerts@ubalt.edu](mailto:barcerts@ubalt.edu) . Be sure to include any necessary documents that require completion by our team.

**Additional Documentation:** You may need supplementary materials to complete your Bar Application or Character and Fitness requirements:

- To request a copy of your law school application, complete the Student Release of Education Records form available [here](#)
- To obtain an **official transcript**, you must order one via Parchment. Instructions to order a transcript can be found [here](#).