



## TENNESSEE BOARD OF LAW EXAMINERS

511 UNION STREET, SUITE 525

NASHVILLE, TN 37219

[WWW.TNBLE.ORG](http://WWW.TNBLE.ORG)

[BLE.ADMINISTRATOR@TNCOURTS.GOV](mailto:BLE.ADMINISTRATOR@TNCOURTS.GOV)

NOTE: ABSOLUTE DEADLINE FOR RECEIPT OF FORM. SEE BELOW. APPLICANT IS RESPONSIBLE FOR ENSURING RECEIPT BY DEADLINE.

### DEAN'S CERTIFICATION OF LEGAL STUDIES IN THE UNITED STATES FORMS AND INSTRUCTIONS

For a first time applicant by examination to the Tennessee Bar who received legal education outside the United States and was awarded an LL. M. in the United States, the "Dean's Certification of Legal Studies in the United States" must be submitted directly to the Board of Law Examiners by each law school in the United States that applicant attended. If the applicant was awarded a J.D., the Law Degree Verification and Dean Certification forms are required. **Forms are required to be completed by the law school; pages 2 – 4 with original signatures must be received by the Tennessee Board of Law Examiners at the address above on or before the deadline for filing applications (Dec 20 for Feb; May 20 for July).** Included in this document are the following forms:

I. Applicant's Authorization and Release (Page 1): To be completed by the Applicant

INSTRUCTIONS: Complete the Authorization and Release Form (page 1) and sign under oath and in the presence of a notary. Complete the information in the box at the top of each form and **forward all pages to your law school(s) with the Authorization and Release form.** The completed forms must be mailed directly by your law school to the office of the Tennessee Board of Law Examiners at the above address so that the form is received by the deadline for applications. The burden is on the Applicant to ensure timely filing of the Law Degree Verification and Dean Certification; as such, it is recommended you provide mailing with tracking for submission of the form.

II. Law Degree Verification Form and Certificate of Dean of Law School (Pages 2 - 4): To be completed by Law School

INSTRUCTIONS FOR LAW SCHOOLS: Once complete, this three page form should be forwarded directly to the office of the Tennessee Board of Law Examiners at the address above and not sent to the student. This form must be received by the final deadline for filing applications, **Dec. 20** for the February exam and **May 20** for the July exam. If grades and graduation information is not available, the school can submit the form with the anticipated date and submit the Late Degree Confirmation Form (Item III) to verify completion of all requirements for graduation. This form is also used if the Applicant attended but did not complete the LL.M. program at a law school.

III. Late Confirmation of Degree Form (Page 5): To be completed by the Law School if not graduated at time of completing pages 2 - 4, above

This form is retained by the school and used to verify completion of all requirements for graduation if Applicant had not completed requirements for graduation when the Law Degree Verification form was submitted. The form must be received by the Board of Law Examiners on or before the Friday immediately preceding the exam or the Applicant will not be eligible to sit for the examination.

**NOTE:** Applicants to the Bar of Tennessee are responsible for ensuring that all documents are submitted to the Board of Law Examiners in a timely manner. As such, the Applicant must submit the Dean's Certification of Legal Studies in the United States to the law school with sufficient time for it to be processed prior to the deadline for applications. For the **February** exam, forms must be received on or before **December 20**; for the **July** exam, forms must be received by **May 20**. **The Board of Law Examiners will not consider forms received after the deadline and the Applicant will not be eligible to sit for the examination.**

TENNESSEE BOARD OF LAW EXAMINERS  
511 UNION STREET, SUITE 525  
NASHVILLE, TENNESSEE 37219

**AUTHORIZATION AND RELEASE OF APPLICANT**

TO BE COMPLETED BY APPLICANT:

I, \_\_\_\_\_ (NCBE #N \_\_\_\_\_) hereby give my consent to the Tennessee Board of Law Examiners (the "Board") to conduct an investigation as to my character and fitness and to make inquiries and request such information from third parties as, in the sole discretion of the Board, is necessary to such investigation. I understand that this investigation includes release of my education, medical, criminal, mental health and financial records, including formal, informal, pending or closed discipline matters and documentation. I understand that the information obtained by the Board will be used in the in the course of the Board's investigation and evaluation of my character and fitness and authorize such use by the Board.

I authorize and request every person, firm, company, corporation, governmental agency, court, association or institution including institutions of higher education, having control of any documents, records, education records and other information pertaining to me to furnish to the Tennessee Board of Law Examiners any such information, including documents, education and other records, or any other pertinent data, and to permit the Tennessee Board of Law Examiners or any of their agents or to review, obtain copies of, and use those documents, records, and other information.

I hereby release, discharge and exonerate the Tennessee Board of Law Examiners, Institutions of Higher Education, their agent, employees and representatives, and any persons or organizations supplying information in connection with this application or the investigation, from any and all liability of every nature and kind arising out of the disclosure of information or documents relating to Board's investigation.

\_\_\_\_\_  
Signature of Applicant

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ (Notary seal)

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_.

*Sign this form in the presence of a Notary and, if in the United States, use the form below. If in a foreign jurisdiction other than Canada, the document must be notarized at an American Consulate or an Apostille is required. Canadian notarial certificates are permitted. All documents must be in English.*

To be completed by the Applicant:

Name of Applicant \_\_\_\_\_

SS# if none, leave blank \_\_\_\_\_

## LEGAL STUDIES IN THE UNITED STATES & CERTIFICATE OF DEAN OF LAW SCHOOL

TENNESSEE BOARD OF LAW EXAMINERS  
511 UNION STREET, SUITE 525  
NASHVILLE, TENNESSEE 37219

**NOTE: ABSOLUTE DEADLINE FOR RECEIPT OF FORM. SEE BELOW.  
APPLICANT IS RESPONSIBLE FOR ENSURING RECEIPT BY DEADLINE.**

INSTRUCTIONS: Complete the following Certification of Dean of Law School. *This form is to be used for foreign educated students who are in a program of legal studies other than a Juris Doctorate program.* This three page form should be forwarded directly to the office of the Tennessee Board of Law Examiners at the address above and not sent to the student. This form must be received by the final deadline for filing applications (December 20 for February/Winter Exam; May 20 for July/Summer Exam).

In order for a foreign-educated applicant who does not meet the requirements of Tenn. Sup. Ct. R. 7, Sec. 7.01(a)<sup>1</sup> to be eligible to sit for the Tennessee bar examination, the applicant must have been awarded an LL.M. Degree by a law school fully accredited by the ABA or a Tennessee law school approved by the TN Board of Law Examiners. Online learning is not permissible; applicant must be physically present in the United States at the ABA-accredited or TN-approved school for instruction. Other requirements must be met. See Tenn. Sup. Ct. R. 7, Sections 7.01 and 7.02 and Board Policies and Procedures P-7.01.

I, \_\_\_\_\_, hereby certify that I am the \_\_\_\_\_ of \_\_\_\_\_; that \_\_\_\_\_ entered the law school on \_\_\_\_\_; and participated in the following program of legal studies:

\_\_\_\_\_. Applicant:  
(Program of Legal Studies)

- has completed all requirements for graduation. The date of the graduation is/was: \_\_\_\_\_ (date).
- is on course to complete all requirements for graduation and will have the number of credit hours required for graduation prior to the date of the bar examination. **If this box is selected, the school must submit the Late Degree Confirmation Form (See Page 4) as soon as possible upon completion of the coursework, certifying that the Applicant successfully completed the requirements for graduation and the date the LL.M. degree was or will be conferred. The form must be submitted on or before the Friday immediately preceding the exam.**
- will not complete all requirements for graduation or have the number of credit hours required for graduation prior to the date of the bar examination.
- withdrew or otherwise left this law school prior to graduation (please explain): \_\_\_\_\_.

Said Law School is: (check one)

- \_\_\_\_\_ (a) Accredited by the American Bar Association (ABA).
- \_\_\_\_\_ (b) Approved by the Tennessee Board of Law Examiners although not accredited by the ABA.

I certify that Applicant was physically present on the campus of the law school for the complete coursework undertaken and that the program was taught in English. If you cannot attest to this, please explain:

I certify that Applicant's course of study did not include online or distance learning. If you cannot attest to this, please explain:

[Continued next page]

<sup>1</sup> Rule 7, Section 7.01(a) allows a foreign-educated applicant to qualify for the examination if the education received is substantially equivalent to the educational requirements in Rule 7, Sections 2.01 and 2.02.

I certify that there  are  are not matters known to me or contained in the applicant's record which may deprecate the applicant's good moral character. (If there are matters known or contained in the file, I have appended documents fully explanatory of those matters, and have marked the appropriate items below.)

Do the records in your office reflect that the applicant has ever been: ..... YES NO

- 1. arrested? .....
- 2. accused of a violation of trust? .....
- 3. dropped from any educational institution? .....
- 4. suspended from any educational institution? .....
- 5. expelled from any educational institution? .....
- 6. asked to resign from any educational institution? .....
- 7. otherwise disciplined by any educational institution? .....
- 8. a party to legal proceedings? .....
- 9. a party to proceedings before an administrative agency? .....
- 10. found to have used a behavioral health issue as an excuse for behavior\*? .....
- 11. denied admission to the Bar of any other state? .....
- 12. delinquent in any financial obligations? .....

The information furnished above is given with the understanding that it will be revealed to no one not interested in the applicant's admission to the Tennessee bar, and it is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Date)

(School Seal)

\_\_\_\_\_  
(Signature of law school official)

\* Used alcohol or drug use or other behavioral health issue as an excuse for behavior; for example: excessive absences or tardiness, conflict with fellow student, teacher, co-worker, spouse, family member, etc. or similar was caused by depression, anxiety, drug use, etc.

**NOTE: ABSOLUTE DEADLINE FOR RECEIPT OF FORM. SEE BELOW.  
APPLICANT IS RESPONSIBLE FOR ENSURING RECEIPT BY DEADLINE.**

[CONTINUED NEXT PAGE]

## DEAN CERTIFICATION OF CHARACTER AND FITNESS

### TO THE LAW SCHOOL DEAN OR DESIGNATED OFFICIAL:

Please provide the following information to assist us in evaluating the applicant's character and fitness for admission to the Tennessee bar. Your answers should be based on the school's records, as well as the personal knowledge of the applicant.

	YES	NO
1. Did your law school ever determine, within its discipline system that there was "probable cause" to believe that the applicant had violated the policies or honor code of the law school or the campus code of conduct? If so, please attach a description of the matter and its disposition (including sanctions, if any).	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the applicant fail to disclose or provide late disclosures of any arrest, discipline, or other infraction that was required to be disclosed on the law school application or disclosed at the time of such event? If so, please attach such disclosures, law school application and any response from the school regarding the disclosures.	<input type="checkbox"/>	<input type="checkbox"/>
3. While engaging in law school activities including, without limitation, clinical courses and student bar association activities, did the applicant breach any professional or fiduciary obligation or violate any law or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has your law school determined that the applicant filed false charges against fellow students, professors, or other members of the law school community?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the applicant in default on any financial obligations to the law school or on student loan?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the administration of the law school received any complaints—regardless of disposition—alleging dishonesty or breach of an obligation or duty on the part of the applicant? If so, please attach a description of these complaints and their disposition.	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the applicant exhibited conduct that suggests the applicant lacks the mental and/or emotional stability necessary to practice law, or that the applicant abuses or is addicted to alcohol or drugs?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there any additional information that you wish to provide or do you wish to give the names and addresses of others with pertinent information?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to any question above, please attach to this form an explanation of your answer.

Based on the above, do you recommend the applicant's admission to the practice of law?  Yes  No\*  With Reservations\*

I certify that a review of the applicant's file maintained by this law school has been conducted and that the information provided above is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

(School Seal required)

\*If No or With Reservations, please attach an explanation.

**NOTE: ABSOLUTE DEADLINE FOR RECEIPT OF FORM. SEE BELOW.  
APPLICANT IS RESPONSIBLE FOR ENSURING RECEIPT BY DEADLINE.**

To be completed by the Applicant:

Name of Applicant \_\_\_\_\_

SS# If none, leave blank \_\_\_\_\_

**LEGAL STUDIES IN THE UNITED STATES**  
**LATE CONFIRMATION OF DEGREE FORM**

Tennessee Board of Law Examiners | 511 Union Street, Suite 525 | Nashville, Tennessee 37219

I, \_\_\_\_\_, hereby certify that I am the \_\_\_\_\_ of  
(name of law school official) (title)

\_\_\_\_\_ ; that \_\_\_\_\_ entered the law school of  
(name of law school) (name of applicant)

said college on \_\_\_\_\_ ; and that Applicant completed all requirements for graduation on  
(date)

\_\_\_\_\_. The date of the graduation is/was: \_\_\_\_\_.  
(completion date) (Graduation date)

\_\_\_\_\_  
(Date)

(School Seal)

\_\_\_\_\_  
(Signature of law school official)

\_\_\_\_\_  
(Typed Name of School Official)

Return this completed form directly to the TN Board of Law Examiners on or before the Friday immediately preceding the bar exam for which Applicant has applied. Failure to provide this information will result in denial of eligibility of applicant to sit for the examination.