

Maryland State Board of Law Examiners
GUIDANCE FOR CERTIFICATION OF PRE-LEGAL EDUCATION

Background: Maryland Rule 19-202(b) requires each Maryland Bar Applicant to submit official documentation certifying satisfaction of the pre-legal education requirements contained in Maryland Rule 19-201(a). SBLE rejects more application filings due to incomplete or untimely college/pre-legal certification than any other single reason.

Purpose: The purpose of this document is to advise prospective applicants to the Maryland Bar of the manner in which they may certify their college/pre-legal education to the State Board of Law Examiners (SBLE) pursuant to Maryland Rule 19-202(b), thereby establishing preliminary eligibility to sit for the Maryland Bar Examination.

Policy Guidance: Effective immediately, the default method for certifying satisfaction of the college/pre-legal education requirement is via **OFFICIAL UNDERGRADUATE TRANSCRIPT**:

- The Applicant should cause their undergraduate institution to issue an official transcript showing conferral of the Bachelor's degree or equivalent. *(The transcript must be issued by the institution awarding the degree.) (Transcripts from non-degree undergraduate schools are not required.) (Partial/non-degree law school transcripts are not required.)*
- The transcript should be issued to: State Board of Law Examiners, 2011-F Commerce Park Drive, Annapolis, Maryland 21401. *(The transcript should not be "issued to student," even if "official.")*
- The undergraduate institution should mail the transcript directly to SBLE, and it must arrive in SBLE's office BEFORE the Applicant files the required hard-copy Application. *(SBLE will notify the Applicant of receipt of the undergraduate transcript via email and receipt of the transcript will be reflected on the Applicant's "My Status" page in eBar. The required hard copy Application may be filed immediately upon receipt of notification that the transcript was received by SBLE. Applicants should include a copy of the notification email in their filing.)*
- If the Applicant believes that there may be insufficient time before an applicable filing deadline for the undergraduate institution to mail a transcript directly to SBLE, the Applicant may obtain the sealed official transcript from the undergraduate institution and submit it to SBLE in person or by commercial delivery service along with the Application. *(Transcripts delivered by the Applicant should meet the "Issued to SBLE" requirement and must remain in the original sealed enveloped as issued by the school.)*
- SBLE will accept official electronic transcripts so long as the email delivering the transcript derives directly from the undergraduate institution or a transcript service such as SCRIP-SAFE International (eSCRIP-SAFE.com) or the National Student Clearinghouse (studentclearinghouse.org), and the transcript is an "official electronic transcript." *(Scanned PDFs of hard copy official transcripts are generally not accepted.)*
 - Electronic transcripts should be sent to: transcripts.sble@mdcourts.gov.

****Applicants admitted to law school without a Bachelor's or equivalent degree must cause their law school dean, registrar or authorized admissions official to submit to SBLE a signed letter certifying that the applicant's pre-legal education satisfied the applicable American Bar Association standard for admission of applicants to law school).****