

# North Dakota July Bar Exam Application Guide

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## READ FIRST: Am I Using the Right Instructions?

- **YES:** If you have **not** submitted a North Dakota law student registration in the past 3 years.
  - **NO:** If you **have** submitted a North Dakota law student registration in the past 3 years, follow the “**Third-Year Law Students Supplemental Application Guide**” found at: 👉 [Bar Exam Application](#)
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## OVERVIEW – APPLICATION PROCESS

**It is your responsibility to read and follow all instructions carefully. Failure to comply with any instructions may result in rejection of your application and late fees.**

North Dakota uses the National Conference of Bar Examiners (NCBE) to assist in conducting character and fitness investigations.

### Steps:

1. Apply Online
    - Complete your application on the NCBE website.
    - Upload required documents.
    - Pay NCBE investigation fee & Board application fee (paid **separately**).
    - Request documents from third parties be sent to the Board of Law Examiners.
    - Encourage references, employers, schools, etc. to respond to NCBE requests.
  2. Confirmation
    - The Board of Law Examiners will email you when your application is accepted and if more information is needed.
  3. Follow-Up from NCBE or the Board
    - You may receive requests for more information from NCBE or the Board. Promptly respond to any requests for absent or additional documentation.
  4. Character & Fitness Status
    - You will not receive confirmation when the investigation is done.
    - An investigation is not final until an applicant has been recommended for admission.
  5. Exam Eligibility
    - At least 2 weeks before the exam, you will receive confirmation of your eligibility to sit for the exam.
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## APPLICATION REMINDERS

- Answer all questions thoroughly — including full addresses and emails.
- Use an active email for your NCBE account — that’s how the Board contacts you.
- Criminal history: Include all adult charges, even if expunged. Upload officer’s reports, complaints & dispositions.

- Civil lawsuits: Upload complaints & final dispositions.
- When in doubt — disclose. Transparency is key.

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## FEES & DEADLINES

### You qualify for this section if:

1. You are a 3L law student and it is after Oct. 1; OR
2. Your JD degree was awarded within the past year, AND you have **not** filed a law student registration or applied in another jurisdiction.

<b><u>RECEIVED AT BOARD OFFICE**</u></b>	<b>Exam Fee</b>	<b>Late Law Student Registration Fee</b>	<b>Late Exam Fee</b>	<b>Total Payable to ND Board</b>	<b>Investigation Fee payable to NCBE</b>
By <b>March 15</b>	\$200	\$400	\$0	<b>\$600</b>	See: <a href="#">NCBE fee schedule</a>
<b>March 16 – May 1</b>	\$200	\$400	\$150	<b>\$750</b>	See: <a href="#">NCBE fee schedule</a>

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### You qualify for this section if:

- Your JD was awarded over a year ago; OR
- You applied in another jurisdiction.

<b><u>RECEIVED AT BOARD OFFICE**</u></b>	<b>Exam Fee</b>	<b>Late Exam Fee</b>	<b>Total Payable to ND Board</b>	<b>Investigation Fee payable to NCBE</b>
By <b>March 15</b>	\$200	\$0	<b>\$200</b>	See: <a href="#">NCBE fee schedule</a>
<b>March 16 – May 1</b>	\$200	\$150	<b>\$350</b>	See: <a href="#">NCBE fee schedule</a>

**\*\*NO APPLICATIONS RECEIVED AFTER MAY 1 WILL BE ACCEPTED. Applicants concerned about timely receipt are strongly encouraged to use a reliable, trackable method of mailing.**

Fees payable to NCBE and the Board must be paid separately. The Board accepts only check/money order (no credit cards).

Fees are non-refundable.

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# CHECKLIST

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

## Step 1 - Complete Application:

- ☐ Complete the [Application](#) online via the NCBE website. Upload all supporting documents. Pay investigation fee.

## Step 2 - Mail-in Core Documents:

Mail the following documents and fees directly to the ND State Board of Law Examiners. **Your application is not considered received until the following core documents are timely received at the Board's office.\*\***

- ☐ This checklist, completed and checked off
- ☐ Exam fee/late fee (check or money order to ND State Board of Law Examiners; follow fee schedule above)
- ☐ Acknowledgment of Complete Application (The Acknowledgment is a linked document in the Completion Checklist in your NCBE Account. Select "Character & Fitness" and the application in question. In the "Actions" column, select "View Checklist".
- ☐ 2" x 2" recent color photo
- ☐ Signed [Exam Petition](#) (original)
- ☐ Signed [ND Release](#) (original)

## Step 3 - Third-Party Documents Required:

- ☐ Pre-legal education transcripts have been requested to be sent from the registrar directly to the Board from each institution where a degree was conferred.
- ☐ Law school application has been requested to be sent from the law school directly to the Board
- ☐ MPRE Score Report sent directly by NCBE (score of 85 or higher and received within 5 years of filing an application) to the Board:
  - ☐ I took the MPRE on \_\_\_\_\_ and the results were previously sent by NCBE.\*

\*If your MPRE score was automatically transferred to this office when you sat for the MPRE exam, you don't need to re-send the score. You may contact our office to confirm your score is already on file.

☐ I have not yet taken the MPRE, but intend to take it on \_\_\_\_\_  
(month/year) and will request that my score be transferred to North Dakota.

☐ Official JD transcript stating my degree has been awarded will be requested after graduation to be sent directly from the registrar. (Due in the Board office by February 1)

☐ [Special Accommodation Request](#), if applicable (*must* accompany application)

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## AMENDMENTS

**It is your responsibility to update your application during its pendency.** If anything changes (address, background, employment, etc.), log into your [NCBE Account](#) and select Amend Application.

**Tip:** Keep a copy of your application and amendments for your records.


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## MAIL CORE DOCUMENTS TO:

### State Board of Law Examiners

Judicial Wing, 1st Floor  
600 E Boulevard Ave.  
Bismarck, ND 58505-0530

 **Email:** [barexaminers@ndcourts.gov](mailto:barexaminers@ndcourts.gov)

 **Phone:** 701-328-4201

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