Third-Year Law Students Supplemental Bar Exam Application Guide

READ FIRST: Am I Using the Right Instructions?

- **YES:** If you are a third-year law student AND previously filed a North Dakota Law Student Registration. Follow these instructions.

SUPPLEMENTAL APPLICATION PROCESS

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

- 1. Law Student Registration
 - Your previously filed law student registration **began** your character and fitness investigation. It did not constitute the filing of your bar exam application.
- 2. Bar Exam Application is separate
 - You must still **apply separately** to sit for the Bar Exam in your third year. This includes updating your previous registration information, paying the exam fee, and submitting new documents. The updated information needs to be verified.
- 3. Confirmation
 - The Board of Law Examiners will email you when your application is accepted and if more information is needed.
- 4. 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.
- 5. 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.
- 6. Exam Eligibility
 - At least 2 weeks before the exam, you will receive confirmation of your eligibility to sit.
- 7. **Tip**: Keep a copy of your application and amendments for your records.

WHICH CHECKLIST DO I USE?

Determine which checklist to follow based on when you filed your Law Student Registration:

- Checklist A (supplemental investigation required): If you timely filed your law student registration less than 15 months after your first enrollment in law school.
- Checklist B (affidavit updating application): If you filed your law student registration more than 15 months after your first enrollment in law school.

Applicant Name



Step 1 - Complete Application:

□ Complete the <u>Application</u> online. Log into your NCBE Account, go to "Character & Fitness" \rightarrow "Begin New Online Application."

Information regarding education, residences, and employment from your law student registration can be transferred over. Review that information and then update it to the present date.

□ Upload all supporting documents into your NCBE account.

□ Pay the NCBE supplemental investigation fee. See: <u>NCBE Fee Schedule.</u>

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 <u>core documents</u> are timely received at the Board's office. Applicants concerned about timely receipt are strongly encouraged to use a reliable, trackable method of mailing.

This checklist, completed and checked off

Exam fee/late fee (Follow fee schedule below).

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

• JULY FEES & DEADLINES

RECEIVED AT BOARD OFFICE**	Exam Fee	Late Exam Fee	Total Payable to ND Board	
By March 15	\$200	\$0	\$200	
March 16 – May 1	\$200	\$150	\$350	
X No applications received after May 1 will be accepted				

• **EBRUARY FEES & DEADLINES**

<u>RECEIVED AT</u> BOARD OFFICE**	Exam Fee	Late Exam Fee	Total Payable to ND Board	
By October 1	\$200	\$0	\$200	
October 2 – November 1	\$200	\$150	\$350	
X No applications received after November 1 will be accepted				

- 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".)
- \square 2" x 2" recent color photo
- □ Signed Exam Petition (original)
- □ Signed <u>ND Release</u> (original)

Step 3 - Third-Party Documents Required:

- 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.

- □ Official JD transcript stating degree has been awarded will be requested after graduation to be sent directly from the registrar (due in the Board office by July 1 or Feb. 1 corresponding with the bar exam being taken).
- Special Accommodation Request, if applicable (*must* accompany application)

AMENDMENTS

It is your responsibility to update your application during its pendency. If anything changes (address, background, employment, etc.), log into your <u>NCBE Account</u> and select Amend Application.



State Board of Law Examiners Judicial Wing, 1st Floor 600 E Boulevard Ave. Bismarck, ND 58505-0530

Email: <u>barexaminers@ndcourts.gov</u>
Phone: 701-328-4201

Updated: July 2025

Applicant Name

This applies if your Law Student Registration was filed **more than 15 months** after your first enrollment in law school.



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Affidavit Updating Previous Application. File the ORIGINAL with the Board of Law Examiners. [This Affidavit will be incorporated with your law student registration to become your final application to sit for the bar examination.]

[□] This checklist, completed and checked off

□ 2" x 2" recent color photo

□ Signed Exam Petition (original)

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