

# ELIGIBILITY INSTRUCTIONS

## STEP 1. REGISTER YOUR INTENT TO SIT THE EXAM AND CONFIRM YOUR ELIGIBILITY

- (A) If you have a US social security number please go to <http://www.calbar.ca.gov/Admissions> and click on “Create a new registration” Each applicant must establish an account to submit an online application. This is done only once. Applicants will need his or her username and password to log on and access the applications.
- (B) If you do not have a US social security number you will need to complete a hard copy registration form (accompanies these instructions). You will also need to complete a “Social Security Number Exemption” form (accompanies these instructions) and complete an accompanying cover letter (example below).

Re: Registration & Request for Social Security Number Exemption

*Dear Sir or Madam,*

I wish to apply to register as a (foreign) Attorney Applicant and then to apply to take the California Bar Examination to be held in February/July 20\_\_.

I am neither a United States citizen nor resident within the United States and as a national of [insert country of residence] I do not possess nor am I currently entitled to a US Social Security Number. I do not currently have a work visa for the United States (if you have a work visa for the US, add details here).

My alternate identification number is [insert Passport No]

I enclose the following documentation with regard to my Registration and Request for Social Security Number Exemption to sit the California Bar Examination in February/July 20\_\_:

1. Registration form duly completed together with Credit Card Authorization Form
2. Completed request for Social Security Number Exemption Form
3. Certified copy of my passport
4. Certificate of good standing

If you require any further information or documentation please do not hesitate to contact me.

*Yours faithfully,*

\*\* We generally have the most up to date forms attached but you can request them directly from The State Bar of California by emailing [admissions.la@calbar.ca.gov](mailto:admissions.la@calbar.ca.gov)

## STEP 2. COMPLETE THE APPLICATION

Complete the requested information in your online or paper (attached) application. An examination application must be filed each time an applicant intends to take the examination. Applicants will not be permitted to submit a duplicate application for the same examination. If your application is successfully submitted, you will receive an e-mail confirmation. Once an application is submitted, information cannot be changed. If you would like to print your online application, use your browser's print command from each screen of the application

### FAQs for completing this form:

- 1.1 – if you do not have a US Social Security number put N/A and refer to exemption letter
- 1.2 – Attorney Applicant – This Applies to applicants who are licensed to practice law in another state/ jurisdiction  
OR  
Law Student/ General Applicant – This applies to applicants who are not qualified attorneys but satisfy the educational requirements as recognized by California (1-year LLM or a JD from an ABA law school in the US).
- 2.3 – as a foreign applicant you are exempt from the First Year Law Students' Exam
- 2.4 – click the first box and note the universities where you studied law

### You Will Need To:

- Obtain a notarized/certified copy of your passport (if you don't have a social security number)
- Obtain your practicing certificate or relevant transcripts.

If you are applying as an **Attorney Applicant** enclose your practicing certificate and a certificate of good standing issued by the lawyers' regulatory body in your home country.

If you are applying as a CILEx legal professional enclose a certificate of good standing issued by CILEx.

If you are applying as a **Law Student/General Applicant** please enclose the relevant transcripts and certified copies of your degree certificates.

- Send all hard copy documents/ forms by registered post or courier to:

*The State Bar of California,  
Office of Admissions  
845 Figueroa Street  
Los Angeles, CA 90017-2515  
USA*

## STEP 3. PAY USING A CREDIT CARD

Applicants must use a Visa or MasterCard to pay for the online application. Applicants must complete a credit card authorization form if they are submitting a hard copy registration (attached). Checks or money orders are not acceptable for applications submitted online. Your credit card transaction will be transmitted over a secure network for authorization. Your application will only be submitted if your credit card transaction is authorized. Your application will not be submitted if your credit card transaction is denied or if you do not provide a credit card number.

<b>Attorney Applicant eligibility</b>	<b>\$ 214</b>
<b>Law Student/ General Applicant eligibility</b>	<b>\$ 119</b>

**STEP 4. CREATE A NATIONAL CONFERENCE OF BAR EXAMINERS (NCBE) ACCOUNT**

- Go to: [https://accounts.ncbex.org/php/ncbe\\_number/goCreateAccount](https://accounts.ncbex.org/php/ncbe_number/goCreateAccount). You should see the following screen:

Create an NCBE Account

Use the **NCBE Account Lookup** to determine if you already have an NCBE account before creating a new account.

**Email \***

Used to login/access your account. Please review for accuracy and keep it updated if it changes.

**Create Password \***

**Confirm Password \***

**Security Challenge Question \***

--Select Security Question--

**Security Question Answer \***

If you forget your password, you will have to answer this question before we can reset your password.

**Phone Number \***

Will be used only if we have questions about your account.

**\* denotes required field**

Create Account

Already have an account? [Log In](#)

- The window will request a US Social Security Number or ITIN, if you do not have one, provide your passport details.
- Upon completion of this section, a pop up should appear. Navigate through the pop up, checking the boxes, and filling in relevant information.
- Click on Create Profile when you reach the last window in the pop up. This will take you to the NCBE dashboard. NCBE will create a number for you. E.g. N12345678. You can use this account to obtain past papers, apply for the Multi-State Professional Responsibility Exam (MPRE), etc. This number will be on your

**STEP 5. REGISTER ONLINE TO SIT THE CALIFORNIAN BAR EXAM**

Once the office of Admissions has processed your registration they will be in touch with you via email to confirm that all is in order. You can then apply online to sit the exam and pay the relevant fees. Timely registration for the July exam is March, and timely filing for the February exam is October. (Full fee Schedule accompanies these instructions)

<b>Attorney Applicant – Timely Filing</b>	<b>\$ 983</b>
<b>Law Student/ General Applicant – Timely Filing</b>	<b>\$ 677</b>
<b>Examination Laptop Fee – At time of registration</b>	<b>\$ 153</b>
<b>Late filing (month after timely filing)</b>	<b>\$ 50</b>
<b>Very late filing</b>	<b>\$ 150</b>
<b>Laptop late filing</b>	<b>\$ 150</b>

**STEP 6. DETERMINATION OF GOOD MORAL CHARACTER**

We advise applicants to wait until they have an approved registration on file and a valid registration number before applying for this. The admissions office will send you information on what is required. You do not need to complete this until after you pass the bar exam.

[https://www.calbarxap.com/Applications/CalBar/California\\_Bar\\_Moral\\_Character/default.asp](https://www.calbarxap.com/Applications/CalBar/California_Bar_Moral_Character/default.asp)

You may apply online, but should print off your completed application to send with your supporting documents to the State Bar of California.

**Ensure that you let anyone you are using as a referee know that they may be contacted by the State Bar of California, and to comply with any requests for information in a timely manner. This individual process can take up to 6 months.**

**Moral Character Determination**

**\$ 551**

**STEP 7. ADMISSION AS A CALIFORNIAN ATTORNEY**

Once you have:

- Passed the Californian Bar Exam
- Passed the MPRE
- Received a Good Moral Character Determination

You are eligible to be admitted as an Attorney-at-Law in California.